

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD  
NGIA-HRO-AGR  
7105 NW 70TH AVENUE  
JOHNSTON, IOWA 50131-1824

**Announcement Number: 24-090AR**

**Closing Date: 07-May-24**

**POSITION DESCRIPTION:**

**POSN TITLE** HUMAN RESOURCES SGT

**MOS/AOC:** 42A **VICE:** LEE

**Max:** E-7 **Min:** E-7

**SELECTING SUPERVISOR INFO:**

CW4 Carina Degase, (515) 252-4419,  
carina.a.degase.mil@army.mil

**UNIT OF ASSIGNMENT:**

JFHQ-G1  
JOHNSTON, IA 50131

**MPCN #:** IA01320003

**PARA/Lin** 209B/03

**Permanent Change of Station (PCS)  
may be authorized if in the best  
interest of the government.**

**WHO MAY APPLY:** Current (Title 32) AGR IAARNG members.

**AREA OF CONSIDERATION:**

Must meet position grade requirements above. If not MOS/AOC qualified, selectee must become qualified in advertised MOS/AOC within one year of hire. Applicants not meeting eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and will be returned to the applicant without action. Soldiers must meet the qualifications for entry and subsequent service eligibility requirements of AR 135-18, Table 2-1. Soldiers must meet the minimum ASVAB and PULHES requirements per DA PAM 611-21, applicants not meeting minimum requirements will be returned without action.

**Prior BN PSNCO or Co Readiness NCO experience preferred**

**INITIAL** \*\*\*\*\**Checklist must accompany all applications*\*\*\*\*\*

- \_\_\_\_\_ 1. Certified copy of Soldier Record Brief.
- \_\_\_\_\_ 2. Last five NCOERs.
- \_\_\_\_\_ 3. If applicable, DA Form 3349 and/or MMRB results.
- \_\_\_\_\_ 4. Copy of APFT/ACFT History Report from DTMS. Must have record ACFT within 6 months.
- \_\_\_\_\_ 5. Copy of Weight Control History Report from DTMS.
- \_\_\_\_\_ 6. Most current MEDPROS, Individual Medical Readiness (IMR) report(must be dated within the last 12 months.)
- \_\_\_\_\_ 7. If applicable, a copy of waiver request per AR 135-18 Table 2-4 and/or NGR 600-5.

I have completed this application with the knowledge and understanding that any and all items contained herein may be subject to investigation. I consent to the release of information provided to personnel specialists for the purpose of employment.

SIGNATURE :

**\*\* DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS \*\***

**CAUTION:**

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

**MOS REQUIREMENTS:**

Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:

- A physical demands rating of Significant (Gray).
- A physical profile of 323222.
- Qualifying scores.
  - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
- A minimum OPAT score of Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in "Significant" (Gray).

-- Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

-A security eligibility of SECRET.

-Be a U.S. citizen.

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### **DESCRIPTION OF DUTIES:**

Performs duties as the Enlisted Personnel section NCOIC, supervising three personnel; manages and provides insight for fills of all NCO vacancies statewide under the Enlisted Promotion System guidelines; coordinates enlisted related transfers, qualifications, promotion, and reductions to ensure they meet the intent of regulatory and state guidance; oversees, tracks, and manages the enlisted promotion and retention boards and related Share Point document sites; provides oversight and guidance regarding the management of E1-E4 advancements statewide including the processing of exceptions to policy; extension waivers, and awards.

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### **QUALIFICATION REQUIREMENT FOR ASSIGNMENT:**

1. Must meet requirements as stated in the "Areas of Consideration".
2. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
3. Must be qualified for continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501 and be capable of performing the duties assigned and implied by grade, MOS, and position as prescribed above.
4. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
5. Must be able to meet all military education and FTUS requirements in accordance with AR 135-18, NGR 600-5, and current policies/directives. Failure to do so will result in separation.
6. Current on-board AGRs must have a passing ACFT and Height and Weight on record within 6 months of application submission.
7. Soldiers will participate in physical fitness training and take the Army Physical Fitness Test semi-annually.
8. Must not have any unfavorable actions of any kind and not be flagged.
9. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
10. A secret security clearance is required for this position. Failure to maintain the proper security clearance will result in termination of employment.
11. If not MOS or AOC qualified for position as stated above, applicant will be required to become qualified for position within one year of start date. Must not have a permanent profile that would prevent attendance at required MOS Training.
12. Enlisted promotion eligibility based on requirements of AR 600-8-19.

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### **APPLICATION RECEIPT:**

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. **Applications received after 1630 on the closing date will not be considered. It is the responsibility of the applicant to ensure all documents are included, signed and received prior to the closing date and time.**

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to [ng.ia.iaarng.mbx.hro-agr@army.mil](mailto:ng.ia.iaarng.mbx.hro-agr@army.mil). This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. **When submitting an application electronically, submit entire packet as one document.**

### **THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:**

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

### **INSTRUCTIONS TO COMMANDERS/SUPERVISORS:**

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

### **QUESTIONS ABOUT POSITION OR BOARD INFORMATION:**

Contact Selecting Supervisor listed in the top right hand corner of page one.

### **QUESTIONS ABOUT POSTING:**

515-252-4514 or 515-252-4751