

IOWA ARMY NATIONAL GUARD
FIRST SERGEANT VACANCY ANNOUNCEMENT

POSITION VACANCY NUMBER: 25-006

CLOSING DATE: 31 March 2025

UNIT/DUTY LOCATION: 135th Public Affairs Det / Johnston

RANK/GRADE: 1SG/E-8

DUTY MOS: 46Z5M

SELECTING OFFICIAL: CSM Gary Estabrooks

PHONE: (515) 252-4621

SECURITY CLEARANCE: SECRET (INTERIM FOR PROMOTION)

ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION

GENERAL REQUIREMENTS:

1. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment".
2. Eligibility of female personnel will be consistent with existing Department of Army Combat Policies.
3. Possess the minimum required security clearance for selection for the position.
4. OCONUS Deployability (if applicable).
5. Review of derogatory information.
6. This position may require membership in the Iowa Army National Guard.
7. Must be a lateral transfer or on the current promotion list.

SUMMARY OF DUTIES: The position of First Sergeant designates the principal senior NCO at company, battery, troop, or similar sized unit. The First Sergeant will:

- 1) Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
- 2) Advise the commander on enlisted Soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- 3) Coordinate unit administration to include submission of required report, vehicular support, supply, and food service activities.
- 4) Provide counsel and guidance to subordinate personnel.
- 5) Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.
- 6) Assist the commander in performing training related tasks.
- 7) Assist the commander with Unit Strength Maintenance.
- 8) Provide guidance and training for the APFT and Weight Control Programs, Individual and Crew Serve Weapons, and Army Warrior Tasks (AWT).

Application Documentation

A complete application packet consists of the following documents:
(Packets will be in the following order)

1. Vacancy Announcement
2. Current Biographical Sketch (Template on SP)

3. Enlisted Record Brief (Selection Board) only
4. Last 3 NCOERs
5. APFT/Weigh Control History (DTMS History Report Printout)
6. MEDPROS Printout
7. Memo of Non-Flagging Actions (Must be signed by commander)
8. DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire)
9. If CLASP ETP is needed (AGR/TECH only), G1-EPM will work the ETP through HRO and NGB.

Application Instructions

Documents need to be scanned as **one PDF labeled as Vacancy# Last name i.e. 24-006_Snuffy**. Do not scan documents individually.

Where to forward application:

Mail: The Adjutant General of Iowa, ATTN: NGIA-PER-EPM, 7105 NW 70th Ave, Johnston, Iowa 50131-1824

Applications that are emailed should be emailed to nq.ia.iaarnq.list.per-epm@army.mil. The subject line of the email will be marked as "Application Packet for 1SG Vacancy # ____ - ____."

Applications must be received and stamped into this office no later than 1630 or close of business on the closing date of announcement. Incomplete or late packets will not be accepted.

Notification Instructions

Applicants are placed by tiers. The tiers are as follows:

- (1) Current E8s on the Best Qualified List that hold the DMOS of the vacant position as a PMOS, SMOS, AMOS.
- (2) Current E7s on the Best Qualified List that hold the DMOS of the vacant position as a PMOS, SMOS, or AMOS.
- (3) Current E7s and E8s on the Best Qualified List who are non-MOS qualified for the vacant position.
- (4) Soldiers currently not on the Best Qualified List.

Notifications of selection/non-selection will be sent to the Soldier's enterprise e-mail address.

Questions concerning the contents of this notice may be directed to NGIA-PER-EPM section, telephone CML: (515) 252-4275, DSN 431-4275; (515) 252-4448, DSN 431-4448.