

IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 25-148AR

Closing Date: 11-Aug-25

POSITION DESCRIPTION:

POSN TITLE REC & RET SECTION SERGEANT

MOS/AOC: 79T **VICE:**

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

INTERVIEWING SUPERVISOR INFO:

MAJ Trevor Thein, 515-229-0589,

trevor.a.thein.mil@army.mil

UNIT OF ASSIGNMENT:

REC & RET BN

CEDAR RAPIDS

MPCN #: IA01331707

PARA/Lin 009B/05

**Permanent Change of Station (PCS)
may NOT be authorized.**

Who May Apply: Current (Title 32) AGR IAARNG members.

AREA OF CONSIDERATION:

Position of Significant Trust and Authority. Must meet position grade requirements above. Applicants will be screened as outlined in Annex B (Type I and Type II Offenses), HQDA EXORD 193-14, Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust (POSTA), dated 26 July 2014. Applicants must complete the Self Disclosure Worksheet, failure to submit a completed Self Disclosure Worksheet will result in application not being forwarded for interview. Applicants not meeting eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and application will be returned to the applicant without action (Only one waiver is authorized). Soldiers must meet the qualifications for entry and subsequent service eligibility requirements of AR 135-18, Table 2-1. AGR Soldiers within the first 24 months of their current AGR tour must include, with the application, required stabilization waiver and documents per requirements of the AGR Application and Hiring Procedure policy. Soldier must meet the minimum ASVAB and PULHES requirements per DA PAM 611-21, applications not meeting minimum requirements will be returned without action.

INITIAL

*******Checklist must accompany all applications*******

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR).
- _____ 2. Certified copy of Soldiers Record Brief.
- _____ 3. Submit all NCOERs. Letter of Recommendation from the Unit Commander for E5s and below without an NCOER is required.
- _____ 4. Most current MEDPROS, Individual Medical Readiness (IMR) report.
- _____ 5. If applicable, DA Form 3349 and/or MMRB results.
- _____ 6. Copy of ACFT History Report from DTMS.
- _____ 7. Copy of Weight Control History Report from DTMS.
- _____ 8. Copy of individual Soldier Talent Profile. Must be within 30 days of closing date.
- _____ 9. Copy of current promotion list, with name highlighted
- _____ 10. Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.
- _____ 11. Completed IA Form 7424, Self Disclosure Worksheet. (On Iowa National Guard website).
- _____ 12. I have completed all requirements for my current position to include ACFT, HT/WT, PHA, PEC, MOSQ and not pending any adverse actions.
- _____ 13. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.
- _____ 14. I understand that Permanent Change of Station (PCS) funds are not available and I will not be authorized a PCS.

**** Submit entire packet as one document. PDF Portfolios will not be accepted. ****

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.

1. A physical demands rating of Moderate (Gold).
 - (a) Must possess manual dexterity in both hands.
 - (b) Frequently reviews documents and records/correspondence.
 - (c) Frequently engages in verbal conversation.
 - (d) Frequently sits for extended periods of time.
 - (e) Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile.
2. A physical profile of 132221.
3. Qualifying scores.
 - (a) Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score (ST) of 95).
 - (b) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold).
4. Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10 and Army Regulations (AR) 601-280 and AR 135-18 as applicable.
5. Be a high school graduate with diploma or have a GED.
6. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

DESCRIPTION OF DUTIES:

Recruiting and Retention Section Sergeant(RRSS) supervises RRNCOs,SQL-4 qualified Soldiers and all other Soldiers assigned to their section. The RRSS will interpret directives and policies for subordinates and take corrective action to ensure SM objectives are accomplished. The RRSS will be held responsible for the overall recruiting and retention mission assigned to their area of operation including all zip codes associated with their assigned RSIDs assigned to the section. A RRSS must be PMOS of 79T with an Expert Recruiting and Retention Badge and is required to attend the Recruiting Leader Course at first available opportunity. Establish performance standards, monitor, and evaluate RRNCOs on the overall effectiveness of their recruiting and retention activities/programs (e.g. presentations and briefings, sales interviews and techniques, enlistment and extension packets, waiver requests, ARISS/AIE use and provide training as needed. Supervise, counsel, and serve as rater IAW appropriate regulations and locally established policy. Assist NCOIC with filling vacant RRNCO positions within their team. Serve as primary trainer for the apprenticeship RRB training program that includes training before and after SM schooling, sustainment/refresher training and remedial training. Responsible for Team accession mission. Perform duties and assigned responsibilities within their assigned RSP company. Performs all other duties as assigned.

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. Must have a passing Height and Weight on record within 6 months of closing date.
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 separation.
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. Soldiers hired into the Recruiting and Retention BN will remain in their assignment for a minimum of 36 months upon entry into a Recruiting and Retention BN position. During this 36 month period Soldiers are ineligible to apply for other AGR position within the IA ARNG.
13. Soldier must be willing to relocate to the area in the vicinity of the Iowa ARNG unit/detachment that the Soldier is selected to recruit for.
14. Promotion eligibility based on requirements of AR 600-8-19 for Enlisted, NGR 600-100 for Officers or NGR 600-101 for Warrant Officers.

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 1530 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. 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. PDF Portfolios will not be accepted.

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 sex.

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