

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

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**Announcement Number: 25-190AR**

**Closing Date: 28-Oct-25**

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**POSITION DESCRIPTION:**

**POSN TITLE:** RTS-INST/WRTR

**MOS/AOC:** 91B **VICE:** Swift

**Max:** E-6 **Min:** E-6

**INTERVIEWING SUPERVISOR INFO:**

CW4 Dustin Hunter, 515-331-5802,

dustin.l.hunter2.mil@armyl.mil

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**UNIT OF ASSIGNMENT:**

Iowa Ordnance Training Center  
Johnston, IA 50131

**MPCN #:** IA01823010

**PARA/Lin #** 002/12

**Permanent Change of Station (PCS)  
may be authorized.**

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**Who May Apply:** Current members of the Iowa Army National Guard (IAARNG) or must become a member of the IAARNG.

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**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.

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**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 (PHA must be dated within the last 12 months).
- \_\_\_\_\_ 5. If applicable, DA Form 3349 and/or MMRB results.
- \_\_\_\_\_ 6. Copy of ACFT/AFT 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. Statement of all active service performed. Please provide one of the following (Technician/Traditional Soldiers only):
  - NGB 23B (RPAM Statement) for NG, ARPC 249 for USAR of Statement of Service.
  - Copy of most recent DD Form 214 (must show reenlistment code), DD 220, and NGB 22's.
  - DD Form 1506 (Statement of Service).
- \_\_\_\_\_ 10. Copy of current promotion list, with name highlighted
- \_\_\_\_\_ 11. Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.
- \_\_\_\_\_ 12. Completed IA Form 7424 Self Disclosure Worksheet. (On Iowa National Guard website)
- \_\_\_\_\_ 13. I am not currently pending any adverse actions from my unit or civilian authorities.
- \_\_\_\_\_ 14. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.
- \_\_\_\_\_ 15. My status is: \_\_\_\_\_ Drilling \_\_\_\_\_ Technician \_\_\_\_\_ T10 AGR \_\_\_\_\_ T10 ADOS \_\_\_\_\_ T32 ADOS \_\_\_\_\_ Mobilized

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

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**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.

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## **MOS REQUIREMENTS:**

Physical demands rating and qualifications for initial award of MOS. Wheeled vehicle mechanics must possess the following qualifications:

1. A physical demands rating of Moderate (Gold).
2. A physical profile of 222222.
3. Normal color vision.
4. Must possess finger dexterity in both hands.
5. Must not be allergic to refrigerant gases or petroleum related products.
6. Qualifying scores.
  - (a) A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.
  - (d) 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).
7. Formal training by completion of MOS 91B course conducted under the auspices of the USA Ordnance School is mandatory unless the Soldier meets the civilian acquired skills criteria listed per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (8) below or a waiver is approved by the Commandant, U.S. Army Ordnance School.
8. ACASP qualification criteria. Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered light and heavy wheeled vehicle equipment; be certified as civil service-rated wheeled vehicle repairman; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive or truck area.

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## **DESCRIPTION OF DUTIES:**

Instructor/Writer is responsible for conducting 91B/91F Military Occupation Specialty Transition (MOS-T), H8 Additional Skill Identifier (ASI), and CMF 91/94 Senior Leader Course (SLC) instruction. Army Instructors teach, evaluate, and counsel students IAW course standards, identify training requirements, develop training schedules, prepare and submit student academic evaluation reports (AER) in the Evaluation Entry System (EES), submit lesson plan change recommendations, request equipment/training devices/facilities to prepare and instruct classes, conduct instructor observations, and perform other duties as assigned; IAW AR 614-200, AR 623-1, TR 350-18, TR 350-70, TR 600-21, Ordnance School Instructional Management SOP, and Ordnance Training Administrative Policy.

Areas of Special Emphasis: Ordnance Proponent Army Instructor at a TRADOC Accredited School.

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## **QUALIFICATION REQUIREMENT FOR ASSIGNMENT:**

1. Must meet requirements as stated in the "Areas of Consideration".
2. Must be able to complete a minimum of five years of continuous AGR service prior to reaching Retention Control Point (RCP) or completing 18 years of Active Federal Service or your Mandatory Removal Date.
3. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
4. Must be qualified for initial entry into or 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.
5. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
6. Soldiers will participate in physical fitness training and take the Army Fitness Test semi-annually.
7. Initial entry Soldiers must have a passing AFT and Height and Weight on record within 6 months of start date.
8. 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
9. Must not have any unfavorable actions of any kind and not be flagged.
10. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
11. A secret security clearance is required for this position. If the selectee does not possess a secret security clearance when hired for this position, they must make application within 30 days of start date. Failure to obtain and maintain the proper security clearance will result in termination of employment.
12. Initial entry applicants in the rank of SSG and above not MOSQ for advertised position will be reduced to E-5 IAW AR 135-18.
13. If not MOS 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.
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.

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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 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](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. 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