

**IOWA ARMY NATIONAL GUARD  
M-DAY VACANCY ANNOUNCEMENT**

**POSITION VACANCY NUMBER:** MDV #26-003      **CLOSING DATE:** 28 JAN 2026

**UNIT/DUTY LOCATION:** 185<sup>TH</sup> Regiment RTI / Johnston

**RANK/GRADE:** SSG / E6

**DUTY MOS:** 00F38

**FULL-TIME STAFF POC:** SFC Trish Sego

**PHONE:** (515) 252-4258

**LEADERSHIP POSITION/TYPE:** YES / CADRE

**ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION**

**GENERAL REQUIREMENTS:**

1. Current serving SSG in any MOS, preferable combat arms MOS.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
3. Must not be on any profile and able to take and pass the standard 5 event AFT.
4. Have at least 2 years of Squad Leader/Section Sergeant time as recorded on a NCOER.
5. Must have completed the Advanced Leader Course (ALC) all phases, this can be waived for up to one year.
6. Most recent NCOER must not have needs improvement checked in Part IV.
7. Most recent NCOER must not have blocks 3-5 checked in Part V.

**Requirements to be completed within 13 months after assignment:**

1. Command Faculty Development- Instructor Course (CFD-IC)
2. Platoon Trainer Qualification Course
3. Maneuver Tactics Certification Course
4. Successfully complete the Battalion Certification Board
5. Composite Risk Management Certification
6. Proponent Certification as OCS Platoon Trainer

**SUMMARY OF DUTIES:** The position of Platoon Trainer is an assigned NCO for each Officer Candidate School Class. The Platoon Trainer will:

Teach Leadership to up to 40 Officer Candidates per class per year. Assesses them on their performance as student leaders. Counsels them regarding their development as future commissioned leaders in the Army, capable of leading a platoon. Establishes and maintains Officer Candidate School Climate of Discipline in accordance with national and state OCS standards Course Management Programs, and POIs. Performs and documents student evaluations in accordance with current Officer Candidate School (OCS) guidelines.

Other Unit Unique Considerations/Requirements:

1. All monthly drill periods are MUTA 5.
2. Multiple Annual Training periods are expected during the first year of assignment.
3. Conduct physical fitness events with Officer Candidates to include foot marches, physical training periods, and assessment runs.

### **Application Documentation:**

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

1. Vacancy Announcement
2. Soldier Selection Board Record Brief
3. Last 3 NCOERs (if applicable)
4. AFT/ACFT and Weigh Control History **(ITRs are unavailable in ATIS at this time)**
5. MedPros Printout
6. Memo of Non-Flagging Actions (must be signed by 1SG/Commander)
7. Incentives Counseling
8. ACASP supporting documentation (if applicable)

### **Application Instructions:**

Documents need to be scanned as **one PDF labeled as Vacancy# Last name i.e. MDV 26-001 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

E-Mail (Preferred method): Applications can be emailed to [ng.ia.iaarng.list.per-epm@army.mil](mailto:ng.ia.iaarng.list.per-epm@army.mil).

The subject line of the email will be marked as "Application Packet for M-Day Vacancy #\_\_\_\_."

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

**Documents need to be scanned as one PDF. Do not scan documents individually.**

**Packets not scanned as one document will be returned without action.**

### **Notification Instructions:**

Notifications of selection/non-selection will be sent to the Soldier's Enterprise e-mail address via MSC PSNCO.

Questions concerning the contents of this notice may be directed to the Full Time Support POC listed on the front of this announcement.