

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

**POSITION VACANCY NUMBER: MDV #26-013**      **CLOSING DATE: 30 SEP 2026**

**UNIT/DUTY LOCATION: HHD, 109<sup>th</sup> MED BN / Iowa City**

**MINIMUM RANK TO APPLY: SGT (P)**      **DUTY MOS: 68Q40**

**DUTY POSITION: Pharmacy Specialist**

**FULL-TIME STAFF POC: SFC Vinh Phan**      **PHONE: 515-331-5600**

**LEADERSHIP POSITION/TYPE: NO / NO**

**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. Must be or be able to complete **68Q** MOSQ within 12 months of assignment.
3. Must be able to meet the required service obligation (minimum of 12 months from course completion).
4. A Soldier who has a remaining contractual service obligation due to an incentive contract for a specific MOS or UIC may apply for non-standard vacancies, but will lose remaining incentive payments with the possibility of recoupment, as applicable.
5. Soldiers command removed or self-removed from promotion consideration are not eligible to apply.

**MOS SPECIFIC REQUIREMENTS:**

1. A physical demands rating of Moderate (Gold).
2. PULHES: 222221
3. Normal color vision.
4. A minimum score of 95 in aptitude area ST.
5. A minimum OPAT score of Standing Long Jump (LJ) – 120 cm, seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs. and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category "Moderate" (Gold).
6. Must have a minimum of one year of high school algebra and chemistry or biology or one semester of college algebra and chemistry or biology with a final grade of "C" or higher. High school or college transcript required.
7. Formal training (completion of MOS 68Q course conducted under the auspices of the Medical Education Training Campus (METC) mandatory or meet the ACASP criteria per paragraph 9- 5b(7)(b) of this pamphlet and in paragraphs (a) thru (d) below.

**TRAINING:**

1. 22 Week Resident Training Course

## **SUMMARY OF DUTIES:**

1. The pharmacy specialist prepares, controls and issues pharmaceutical products under the supervision of a pharmacist or physician and supervises pharmacy activities. MOS 68Q personnel require finger dexterity in both hands.
2. Perform duties shown in preceding level of skill. Assists with or supervises pharmacy operations. Prescription handling and dispensing: Refers questionable drug orders or questions on basic formulation to appropriate professional for clarification. Prepares master formula cards and drug control ledgers. Reviews and updates compounding formula reference file. Supervise requisitioning of standard and nonstandard supplies. Establishes and maintains stock levels. Researches and interprets pharmaceutical supply catalogs. Disposes of unserviceable and outdated pharmaceuticals. Organizes work schedules, assigns duties and instructs subordinates in work techniques, procedures, and evaluates pharmacy operations. Establishes work priorities and distributes work load. Inspects pharmacy area to ensure orderly, clean and safe environment. Supervises operational maintenance program of pharmacy equipment. Prepares and conducts training programs. Evaluates personnel performance, counsels personnel and prepares evaluation reports. Prepares and updates pharmacy Standard Operating Procedure (SOP).
3. Supervise pharmacy operations. Performs duties shown in preceding level of skill. Ensures compliance with quality control methods and procedures. Assists in compiling information for Pharmacy and Therapeutics Committee Meetings. Assists in revision and update of hospital formulary or drug list. Reviews work schedules. Establishes, reviews, evaluates and makes necessary revisions to training programs. Ensures compliance with Army and Federal rules, laws and regulations relative to pharmacy operations. Directs and supervises supply inventories. Reviews established stock levels to ensure compliance with command guidance. Reviews requisitions for standard and nonstandard items and emergency medications. Reviews, consolidates and prepares technical, personnel, and administrative reports. Assists pharmacist in personnel matters. Prepares manpower survey reports. Coordinates pharmacy and personnel matters pertaining to pharmacy with other elements of medical treatment facility. Reviews operations to ensure compliance with Joint Commission standards.

## **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 or Commander)
7. Incentives Counseling
8. ACASP supporting documentation (if applicable)

## **Application Instructions:**

Documents need to be scanned as one PDF labeled as 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

Applications can be emailed to [ng.ia.iaarnng.list.per-epm@army.mil](mailto:ng.ia.iaarnng.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 or close of business 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.