

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

---

**Announcement Number: 26-003AR**

**Closing Date: 23-Jan-26**

---

**POSITION DESCRIPTION:**

**POSN TITLE** PROPERTY BOOK OFFICER

**MOS/AOC:** 920A **VICE:** ANDERSEN

**Max:** J017 **Min:** J0014 or Enlisted Certificate Holder

**INTERVIEWING SUPERVISOR INFO:**

LTC Daniel Nelson, (515) 252-4271,

daniel.l.nelson18.mil@army.mil

---

**UNIT OF ASSIGNMENT:**

USPFO

JOHNSTON, IA 50131

**MPCN #:** IA01626019

**PARA/Lin** 303/02

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

---

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

---

**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.

---

**INITIAL**

- \_\_\_\_\_ 1. Completed AGR Vacancy Announcement Checklist
- \_\_\_\_\_ 2. NGB Form 34-1, Application for Active Guard/Reserve (AGR)
- \_\_\_\_\_ 3. Submit last 5 NCOERs if applicable.
- \_\_\_\_\_ 4. Letters of recommendation (Not Required).
- \_\_\_\_\_ 5. If applicable, DA Form 3349 and/or MMRB results.
- \_\_\_\_\_ 6. Copy of last DA 705 showing fitness test within 6 months.
- \_\_\_\_\_ 7. Copy of last DA 5500/5501 if applicable or HT/WT data is not on DA 705.
- \_\_\_\_\_ 8. Copy of individual Soldier Talent Profile from IPPS-A. Must be within 30 days of closing date.
- \_\_\_\_\_ 9. Copy of current promotion list, with name highlighted if applicable.
- \_\_\_\_\_ 10. Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.
- \_\_\_\_\_ 11. I have completed all requirements for my current position to include AFT, HT/WT, PHA, PEC, MOSQ and not pending any adverse actions.
- \_\_\_\_\_ 12. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**\*\* 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:**

None

---

**DESCRIPTION OF DUTIES:**

Serves as the Property Management Administrator for the United States Property and Fiscal Office for Iowa performing independent responsibilities for the overall planning, coordination, management and growth of property, as well as the development of internal policies and procedures necessary for the proper administration of the programs. Serves as Senior Property Book Officer responsible for overseeing the proper accountability of durable and non-expendable property for the USPFO IAARNG.

Provides expert advice and counsel to the USPFO and other key management officials on property accountability and property acquisition and other program analysis to assist in the management decision making process within the IAARNG. Advises on and interprets regulations, policies and standards, and their basis or authority for decisions, and the resulting changes required. Serves as primary point of contact between the MSC

Property Book officers and JFHQ-IA G4. Develops, analyzes, evaluates, and promotes improvements in policies and procedures pertaining to supply, property accountability, and acquisition management. Prepares USPFO policies and procedures in accordance with regulatory guidance. Develops, prepares, and recommends supplemental policy and program instruction affecting operations in the areas of supply, acquisition, and property.

Oversees IAARNG Property Book accounts through proper issue, receipt and transfer of equipment using the GCSS-Army. Conducts a 100% annual reconciliation of Government property with property book officers and / or primary hand receipt holders. Provides guidance to primary hand receipt holders in resolving discrepancies discovered during inventories. Ensures proper accountability of expendable, durable and non-expendable purchases from the local purchase, GSA, and commercial vendors.

Manages the accountability for the Center of Military History articles located with the Iowa Gold Star Museum and all artifacts contained.

---

#### **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 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 termination of employment.
  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. 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. 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 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, 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