

IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 26-021AR

Closing Date: 04-Feb-26

POSITION DESCRIPTION:

POSN TITLE ADMIN/TRAINING NCO

MOS/AOC: 00F **VICE:**

Max: E-5 **Min:** E-4 Promotable

INTERVIEWING SUPERVISOR INFO:

MAJ Virginia Petersen, (515) 326-1855,
virginia.m.petersen.mil@army.mil

UNIT OF ASSIGNMENT:

REC & RET BN
COUNCIL BLUFFS, IA

MPCN #: IA01331209

PARA/Lin 9ERD/99

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

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

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 within 6 months.
- ☐ 8. Copy of individual Soldier Talent Profile from IPPS-A. 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):
 - DA Form 5016 (Retirement Accounting Statement) from IPPS-A - Draft acceptable.
 - Copy of most recent DD Form 214 (must show reenlistment code), DD 220, and NGB 22's.
- ☐ 10. Copy of current promotion list, with name highlighted if applicable.
- ☐ 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 understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.
- ☐ 14. My status is (Check only one): ☐ Drilling ☐ Technician ☐ T10 AGR
☐ T10 ADOS ☐ T32 ADOS ☐ Mobilized

**** 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:

Position is MOS immaterial

DESCRIPTION OF DUTIES:

Admin and Training NCO is responsible for accomplishing the Zone Commander's plans to attain and maintain the unit's administrative readiness objectives and mission. Administrative functions will include, but not limited to IPPS-A functions, promotions, awards, training readiness, and other duties as assigned. Selected Soldier must be or become proficient in several automation systems to include but not limited to: Microsoft Office Suite, iPERMS, SharePoint, ATIS, DTS, MEDPROs, and IPPS-A. Applicant must be forward thinking and have the capacity to mitigate obstacles. A secret security clearance will be required for this position in addition to a suitability screening.

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.
-

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.iaarmg.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