

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

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**Announcement Number: 26-071AR**

**Closing Date: 15-Apr-26**

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**POSITION DESCRIPTION:**

**POSN TITLE** Course Manager/Training Technician

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

**Max:** E-7 **Min:** E-6 Promotable

**INTERVIEWING SUPERVISOR INFO:**

MAJ Derek Dowell, 515-252-4636,

derek.d.dowell.mil@army.mil

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**UNIT OF ASSIGNMENT:**

185th RTI  
Johnston, IA 50131

**MPCN #:** IA01820009

**PARA/Lin** 002B/02

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

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

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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 who do not meet eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and the packet 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; packets will be returned to applicants who do not meet the minimum requirements.

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**INITIAL**

- \_\_\_\_\_ 1. Completed AGR Vacancy Announcement Checklist
- \_\_\_\_\_ 2. NGB Form 34-1, Application for Active Guard/Reserve (AGR)
- \_\_\_\_\_ 3. Submit last 5 NCOERs/OERs, if applicable.
- \_\_\_\_\_ 4. Letters of recommendation (not required).
- \_\_\_\_\_ 5. DA Form 3349 and/or MMRB results, if applicable.
- \_\_\_\_\_ 6. Copy of last DA 705 showing fitness test within 6 months.
- \_\_\_\_\_ 7. Copy of last DA 5500/5501 if HT/WT data is not on DA 705; HT/WT must be within 6 months.
- \_\_\_\_\_ 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 am not pending any adverse actions.
- \_\_\_\_\_ 12. I understand it is my responsibility to ensure all documents are included, signed, and received prior to 1530 hours on the closing date.

**\*\* 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:**

Position is MOS immaterial

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**DESCRIPTION OF DUTIES:**

Serves as OCS/WOCS Course Manager; resources training needs and administrative requirements for these programs; organizes and maintains student files for training and federal recognition for commissioning; coordinates resources for annual training, VIP visits, and student graduation ceremonies; coordinates required training for OCS/WOCS instructor qualification; oversees accreditation for the OCS and WOCS programs; develops and inputs training schedules into system of record; reviews and updates OCS SOP annually in support of accreditation requirements; reviews T2COM and Proponent revisions to Program of Instruction and advises OCS CDR on necessary changes to training plans and resources; responsible for continuity between FTUS and OCS drilling unit staff; concurrent duty as Training Technician: analyzes resources requirements, budget planning, processes orders, and travel in support of RTI operations; alternate POC for facilities, work orders, and administrative processing

of students; performs other duties as assigned

\*Applicants must meet standards of an OCS Trainer including up to 20 days TDY during first year for certifications and pass physical fitness events including 12-mile ruck march and 4-mile run. Position is high visibility and directly supports the IA ARNG Officer Strength Mission. Applicants must have a high level of professionalism and confidence when interacting with student and senior leaders.

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**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.
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**APPLICATION RECEIPT:**

All applications must be received in the Human Resources Office by the closing date of the announcement. Applications received after 1530 hours 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.iaarg.mbx.hro-agr@army.mil](mailto:ng.ia.iaarg.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 PDF. 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