

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

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**Announcement Number: 26-079AR**

**Closing Date: 29-Apr-26**

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**POSITION DESCRIPTION:**

**POSN TITLE** Senior HR NCO

**MOS/AOC:** 42A **VICE:** Mulder

**Max:** E-6 **Min:** E-6

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**INTERVIEWING SUPERVISOR INFO:**

CSM Christopher Cromwell, 515-727-3546,  
christopher.g.cromwell.mil@army.mil

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**UNIT OF ASSIGNMENT:**

Sustainment Training Center  
Johnston, IA 50131

**MPCN #:** IA01824024

**PARA/Lin** 102/03

**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 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.

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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, 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 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 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. \*\***

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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:**

Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:

- A physical demands rating of Significant (Gray).
- A physical profile of 323222.
- Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

- A minimum OPAT score of Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in "Significant" (Gray).

-- Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General

School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

-A security eligibility of SECRET.

-Be a U.S. citizen.

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### **DESCRIPTION OF DUTIES:**

Ensures all documents are filed properly in iPERMS; ensures Soldiers audit their files annually; prepares award documents as required; ensures ARIMS files are managed properly; ensures additional duties book is kept current; supervises the preparation of NCOER and OER shells; prepares command memorandums as required; ensures promotion PARs/packets are properly prepared/actioned; ensures suspension of favorable actions PARs are completed properly and timely; supervises and trains subordinates; supervises and manages strength reporting, in/out-processing, and maintains 100% accountability of Soldiers to ensure unit readiness; acts as advisor to the commander and unit staff on personnel policy, military pay, and administrative procedures; facilitates accurate and timely communication between STC and state/national leadership chains; responsible for the accountability and readiness of all assigned and attached personnel across multiple duty status types; performs other administrative duties as assigned.

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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 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.iaarnng.mbx.hro-agr@army.mil](mailto:ng.ia.iaarnng.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