

IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 26-080AR

Closing Date: 4-May-26

POSITION DESCRIPTION:

POSN TITLE Admin NCO

MOS/AOC: 13F **VICE:** Moranville

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

INTERVIEWING SUPERVISOR INFO:

MAJ JACOB S. JOHNSON, 515-331-5560 x18402,
jacob.s.johnson35.mil@army.mil

UNIT OF ASSIGNMENT:

DET 1, HHB, 1-194 FA
Spencer, IA 51301

MPCN #: IA02244023

PARA/Lin 109/03

**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 who do not meet the 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. Application packets that do not meet the minimum requirements and/or do not include the required documents 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 HT/WT data is not on DA 705; must have HT/WT 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 the following:
 - DA Form 5016 (Retirement Accounting Statement) from IPPS-A - draft acceptable.
- 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 : 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:

Physical demands rating and qualifications for the initial award of MOS. The fire support specialist must possess the following qualifications:

- (1) A physical demands rating of Heavy (Black).
- (2) A physical profile of 111111.
- (3) Normal color vision.
- (4) Qualifying scores.

- (a) A minimum score of 100 in aptitude area FA in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- (b) A minimum score of 96 in aptitude area FA on ASVAB tests administered on and after 2 January 2002.
- (c) A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs., and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category in “Heavy” (Black).
- (5) All Soldiers must possess a SECRET security eligibility for the initial award and to maintain the MOS.
- (a) Requirements for a SECRET eligibility is effective 01 October 2013 for all new accessions and reclassifications into MOS 13F.
- (b) Requirements for a SECRET eligibility is effective 01 October 2016 for all Soldiers in MOS 13F who entered service prior to 01 October 2013.
- (6) Formal training under the auspices of USAFAS or accredited ARNG RTI transition course is mandatory to qualify for the award of the MOS.
- (a) The highest grade for personnel seeking reclassification into MOS 13F without a waiver is a non-promotable E4 (SPC/CPL). Personnel reclassifying into MOS 13F must successfully complete institutional training at a MOS 13F OASS compliant, accredited ARNG RTI transition course (preferred), or MOS 13F AIT at USAFAS.
- (b) Personnel in grades E5 SGT (P) and E6 SSG must submit a waiver to ATTN: Commandant, USAFAS, Fort Sill, OK, 73503 for determination of eligibility to reclassify into MOS 13F.
- (c) Personnel at the rank of Sergeant First Class (E7) are not authorized for reclassification into MOS 13F.
- (7) A U.S. citizen.
- c. Additional skill identifiers. (Note: Refer to table 12-8 (Listing of universal ASIs associated with all enlisted MOS)).
- (1) B9--Bradley M2A3/M3A3 Operator/System Maintainer (personnel only). Effective 201903
- (2) D3--Bradley Fighting Vehicle Operations and Maintenance.
- (3) J3--Bradley Infantry Fighting Vehicle (BIFV) System Master Gunner (skill level 4 personnel only).
- (4) L7--Joint Fires Observer.
- (5) L8--Joint Operational Fires and Effects (JOFE) (skill level 4 only).
- (6) 1G--Joint Terminal Attack Controller (JTAC) (skill level 2 thru 4 only).
- (7) 5A--Joint Air Tactical Operations (skill level 3 and above).
- (8) 5U--Tactical Air Operations (skill level 3 and above).
- d. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables:
- (1) Table 10-13F-1. Physical requirements.
- (2) Table 10-13F-2. Standards of grade TOE/MTOE.
- (3) Table 10-13F-3. Standards of grade TDA.

DESCRIPTION OF DUTIES:

Maintains and tracks all medical readiness issues for the BN and advises the OIC and PSNCO on plans of action to improve medical readiness on a daily, weekly and monthly basis. This position is responsible for managing the BN Orders process through DAMPS, OCOTCS, OCOIND and DTS. Applicant will be required to manage the BN PME and MOS schools through ATRSS and contacting the varies field artillery training sites. Works all LOD's and medical cases to include follow up appointments. System familiarization with:IPPS-A, Microsoft, MEDPROS, MEDCHART, GIMS, and IPERMS. Accomplishes or reviews a variety of military personnel transactions including appointments, enlistments, separations, orders, promotions, transfers, line of duty actions, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office. Provides guidance, reviews, and monitors the timely completion of NGB 22s. Assists with planning and coordination of admin lanes with direct coordination with the battalion PSNCO and NCOIC. Performs other duties as assigned.

Supervisor Name: MAJ Jacob S. Johnson, email: jacob.s.johnson35.mil@army.mil, (515) 331-5560, x18400

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.iaarnng.mbx.hro-agr@army.mil. Please include announcement number in the subject line of the email. 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