

# 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: 26-083AR**

**Closing Date: 1-May-26**

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**POSITION DESCRIPTION:**

**POSN TITLE** Admin/Retention NCO

**MOS/AOC:** 11B **VICE:** Broich

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

**INTERVIEWING SUPERVISOR INFO:**

MAJ Christian Albrecht, 515-331-5550 x18205,  
christian.l.albrecht.mil@army.mil

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**UNIT OF ASSIGNMENT:**

HHC 1-168IN (WP5UT0)

Council Bluffs, IA 51503

**MPCN #:** IA02243005

**PARA/Lin** 114/01  
(02993269)

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

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

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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 packets 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 all required documents 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/OERs, if applicable
- \_\_\_\_\_ 4. Letters of recommendation (not required)
- \_\_\_\_\_ 5. DA Form 3349 for permanent profiles and/or MMRB results, if applicable
- \_\_\_\_\_ 6. Copy of last DA Form 705 showing fitness test within 6 months of closing date
- \_\_\_\_\_ 7. Copy of last DA Form 5500/5501; HT/WT must be within 6 months of closing date
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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 (found 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 current status is: \_\_\_\_\_ Traditional \_\_\_\_\_ Technician \_\_\_\_\_ T10 AGR  
\_\_\_\_\_ T10 ADOS \_\_\_\_\_ T32 ADOS \_\_\_\_\_ Mobilized

**\*\* 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:**

11B: PULHES - 111221; A physical demands rating of very heavy, red/green color discrimination, correctable vision of 20/20 in one eye;20/100 in the other; Must have a minimum score of 90 in aptitude area CO in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after to 2 January 2002.

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**DESCRIPTION OF DUTIES:**

Retention NCO of a 719 Soldier Infantry Rifle Battalion(BN)responsible for BN Strength Maintenance Plan, training Company level Retention NCOs, and supporting overall personnel readiness of the BN. Conduct administrative actions to include reenlistments, discharges, transfers, officer and enlisted promotions, awards, flags and bars, and USR preparation. Candidate should have a clear understanding of UMR and strength management. Selected Soldier must be or become proficient in multiple automation systems to include IPPS-A, iPERMS, SharePoint, GIMS, RMS, DPRO, and MS Office Suite/Teams. Applicant must be 11B qualified or become so within 12 months of date of hire. Selecting Supervisor is MAJ Christian Albrecht at Christian.L.Albrecht.mil@army.mil or 515-331-5550 ext 18205.

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**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.
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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.iaarng.mbx.hro-agr@army.mil. Please include the 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 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