

# 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: 26-118AR**

**Closing Date: 17-Jun-26**

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**POSITION DESCRIPTION:**

**POSN TITLE** BN Retention NCO

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

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

**INTERVIEWING SUPERVISOR INFO:**

MAJ Jacob S. Johnson, 515-331-5560 x18402,  
jacob.s.johnson35.mil@army.mil

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**UNIT OF ASSIGNMENT:**

HHB, 1-194 FA  
Fort Dodge, IA 50501

**MPCN #:** IA02244002

**PARA/Lin** 114/03

**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:**

Applicants 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. Service members with a temporary profile will not be considered unless currently on-board AGR. If the application packet does not contain the required documents, the packet will be returned without action. Applicants who do not meet the minimum requirements will not be considered and the application packet 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 one of 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. \*\***

**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:**

The Battalion Retention NCO serves as the primary advisor and coordinator for the battalion's retention program, ensuring the unit maintains optimal strength and readiness through effective management of reenlistment, extension, and transition programs. The Retention NCO works directly with Soldiers, leadership, and administrative staff to promote career development and retention initiatives. Advise the Battalion OIC and staff on retention policies, procedures, and goals. Manage and execute the battalion's retention program in accordance with Army regulations and guidance. Conduct interviews and counseling sessions with Soldiers eligible for reenlistment or extension. Prepare, process, and track reenlistment and extension documentation. Coordinate with Brigade and State Retention personnel to ensure compliance and reporting. Maintain accurate records and reports on retention statistics and trends. Organize and conduct retention briefings, events, and incentive programs. Assist Soldiers with career development, transition, and benefits information. Ensure timely submission of retention actions and follow-up on pending cases. Support unit readiness by identifying and addressing retention challenges. Perform additional Human Resources duties as required by the Battalion OIC. Applicant must be 42A qualified or become 42A qualified 12 months from date of hire. Performs additional duties as assigned.

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

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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.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