

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER
26-122

CLOSING DATE
2026-06-17

INTERVIEWING SUPERVISOR INFO

Supervisor MAJ Eric Siemens
Phone 515-727-3125
Email eric.r.siemens.mil@army.mil

WHO IS ELIGIBLE TO APPLY:

T32 Iowa National Guard Member or must become a member

PCS

Permanent Change of Station may be authorized

POSITION DESCRIPTION
BN ASSISTANT PSNCO

VICE: Temperly

MOS/AOC
42A

GRADE RANGE
Min: E4 | Max: E5

UNIT OF ASSIGNMENT
HHC, 1034TH SUPPORT BATTALION
JOHNSTON, IA 50131

PSN #

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.

APPLICATION CHECKLIST

- Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.
- Completed IA Form 7424 Self Disclosure Worksheet (found on Iowa National Guard website)
- Submit last 5 evaluations, if applicable
- Copy of last DA Form 5500/5501, HT/WT must be within 6 months of closing date
- Statement of all active service performed. Retirement Accounting Statement found in IPPS-A
- Copy of last DA 705 or ATIS screenshot, showing fitness test within 6 months of closing date
- NGB Form 34-1, Application for Active Guard/Reserve (AGR)
- Copy of individual Soldier Talent Profile from IPPS-A. Must be within 30 days of closing date.
- For permanent profiles and/or MMRB results, if applicable
- Completed AGR Vacancy Announcement Checklist
- Copy of current promotion list, with name highlighted, if applicable

Application will be submitted as one document. PDF portfolios will not be accepted.

Applications that do not provide all information requested on the checklist above will not be considered for the position. Only complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES

Assistant Personnel and Administration NCO for five units of a Combat Sustainment Support Battalion; Assist SR HR NCO in matters pertaining to specific human resources functions such as personnel qualifications, personnel assignments, security clearances, recruiting, retention, and battalion administration; areas of special emphasis include: evaluation/strength/retention management, UMR management, SRP coordination, enlisted promotions, medical readiness, and CUSR. Perform additional duties as assigned.

QUALIFICATION REQUIREMENT FOR ASSIGNMENT

1. Must meet requirements as stated in the Area of Consideration.
2. Must meet medical standards in accordance with AR 40-501 and AR 600-9, as appropriate.
3. Must be qualified for continued service in the AGR Program in accordance with AR 135-18, NGR 600-5, AR 40-501, and be capable of performing duties assigned and implied by grade, MOS, and position.
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 proper clearance will result in termination of employment.
11. If not MOS or AOC qualified for position, applicant must become qualified within one year of start date and 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.

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. This mailbox does not accept encrypted emails. Remove PII before submitting. Submit the entire packet as one document. PDF portfolios will not be accepted.

EQUAL OPPORTUNITY EMPLOYER

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 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.

POSITION OR BOARD QUESTIONS

Contact the selecting supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING

515-252-4514 or 515-252-4751