

IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER

26-162AR

CLOSING DATE

2026-08-13

INTERVIEWING SUPERVISOR INFO

Supervisor

SGM CHRIS BURT

Phone

chris.m.burt.mil@army.mil

Email

chris.m.burt.mil@army.mil

WHO IS ELIGIBLE TO APPLY:

Current on Board

PCS

Permanent Change of Station may be authorized

POSITION DESCRIPTION

WAIVERS AND SUITABILITY NCO

MOS/AOC

79T

UNIT OF ASSIGNMENT

IOWA ARNG RECRUITING & RETENTION BATTALION
JOHNSTON, IA 50131

VICE

PHILLIPS

GRADE RANGE

Min: E7 | Max: E7

PSN #

04525500

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

- ☐ Completed AGR Vacancy Announcement Checklist
- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR)
- ☐ Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.
- ☐ Copy of individual Soldier Talent Profile from IPPS-A. Must be within 30 days of closing date.
- ☐ Copy of last DA 705 or ATIS screenshot, showing current fitness test
- ☐ 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 or ATIS screenshot, within 6 months of closing date

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

Serves as the liaison between the Military Entrance Processing Command (MEPCOM) staff, the Recruiting and Retention Battalion and the National Guard applicants. Receives applicant projections from recruiters and schedules applicants for processing at MEPS through

the Guidance Counselor Resource System (GCR). Processes rosters for next day processors, shippers, and special examinations. Requests Service Processing For (SPF) changes and high school ASVAB pulls as needed. Performs Quality control (QC) checks on applicant's enlistment packet to prevent processing unqualified applicants at MEPS. Scans enlistment packet into GCR to maintain an electronic enlistment packet. Counsels applicants about Military Entrance Processing Station (MEPS) processes, enlistment bonuses, testing results, and medical results. Schedules applicants for Special tests as required per applicant. Understands and explains completed physicals to applicants once they complete medical processing. Sets up security interviews for applicants requiring security clearances for their MOS. Submits applicant record through the Joint Personnel Adjudication System (JPAS). Review prepared enlistment contract with applicants specifying the term of their commitment to the military, their occupation, and whether they are eligible for any enlistment benefits. Processes applicants in the Recruit Quota System (REQUEST) to obtain IADT. Acts as liaison between the MEPS and Recruit Sustainment Program (RSP) command. Ensure all applicants meet basic qualifications as outlined in AR 601 -210 and the current Enlistment Criteria Letter. Performs other 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.iaarnng.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.

POSITION OR BOARD QUESTIONS

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

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.

QUESTIONS ABOUT POSTING

515-252-4514 or 515-252-4751