

IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER

26-174

CLOSING DATE

2026-08-26

INTERVIEWING SUPERVISOR INFO

Supervisor

MAJ Allison Evans

Phone

(515) 331-5600, ext. 19030

Email

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WHO IS ELIGIBLE TO APPLY:

AGR Promotion List

PCS

Permanent Change of Station may be authorized

POSITION DESCRIPTION

READINESS NCO

MOS/AOC

68W

UNIT OF ASSIGNMENT

HHD, 109TH MEDICAL BATTALION

IOWA CITY MELROSE READINESS CENTER

VICE

Meier

GRADE RANGE

Min: E6 (P) | Max: E7

PSN #

03054571

Area of Consideration: Applicants must be on the current AGR promotion list (APL) and hold the MOS of the position. 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 application packet will be returned 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 who do not meet the minimum requirements will not be considered and the application will be returned without action.

APPLICATION CHECKLIST

- ☐ Completed AGR Vacancy Announcement Checklist
- ☐ 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.
- ☐ Copy of last DA Form 5500/5501 or ATIS screenshot, within 6 months of closing date
- ☐ Copy of last DA 705 or ATIS screenshot, showing current fitness test
- ☐ Submit last 5 evaluations, if applicable
- ☐ Completed IA Form 7424 Self Disclosure Worksheet (found on Iowa National Guard website)
- ☐ Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.

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

Responsible for the execution of daily business, suspense management, and overall administrative and training readiness of the organization; performs duties as an AGR Readiness and Training NCO, providing full time management of a Headquarters/Headquarters

Detachment; supervises a subordinate staff of one AGR Supply NCO and all functional areas, to include admin, training, and supply; administers the commander's programs and training plans and training schedules to include all mandatory training requirements; Prepares and inputs the Commanders Unit Status Report (CUSR) as an AA Company. Serves as a M-DAY Plans Sergeant in the Force Health Protection section. Duties will include but are not limited to: Conduct administrative actions at the Company level to include administrative lanes, LODs, medical board packets, reenlistment and discharge documents, evaluations, promotions, awards, flags, and bars. Selected Soldier must be or become proficient in several automation systems to include but not limited to: ATRRS, AFAM, ATIS, DTS, My Unit Pay, iPERMS, MEDPROs, LOD module, e-Profile, SharePoint, IPPS-A, DPRO, CMSWEB, MODS, and Microsoft Office Suite. Monitors equipment readiness status and coordinates resources with headquarters staff to meet the Commanders objectives. 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. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
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. 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.
5. Must be in compliance with Army Body Composition Program and show passing result within 6 months of closing date. Soldiers will participate in physical fitness training and take the Army Fitness Test semi-annually.
6. Must not have any unfavorable actions and or active SFPA flags.
7. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
8. A secret security clearance is required for this position. Failure to maintain proper clearance will result in termination of employment.
9. 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.
10. Promotion/Demotion actions are based on the requirements outlined in 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. Input job announcement # in subject line of email. 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