

IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER

26-190 AR

CLOSING DATE

2026-09-23

INTERVIEWING SUPERVISOR INFO

Supervisor

MAJ CHRISTIAN ALBRECHT

Phone

515-331-5550

Email

christian.l.albrecht.mil@army.mil

WHO IS ELIGIBLE TO APPLY:

AGR Promotion List

PCS

Permanent Change of Station may be authorized

POSITION DESCRIPTION

SR HR NCO

MOS/AOC

42A

UNIT OF ASSIGNMENT

HHC, 1ST BATTALION, 168TH INFANTRY REGIMENT
COUNCIL BLUFFS, IA

VICE

McCoy

GRADE RANGE

Min: E6 (P) | Max: E7

PSN #

00125447

Area of Consideration: Applicants who are under the maximum grade must be on the current AGR promotion list (APL) and hold the MOS of the position. Lateral applicants who are not MOS/AOC qualified, must become qualified in advertised MOS/AOC within one year, if selected. 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
- ☐ 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

Advises the BN S1 and BN OIC on administrative functions, to include pay issues, ensures Pre-Deployment Soldier Readiness, UMR and USR management, QRR tracking, and AT Coordination, promotion and advancement guidance and tracking, evaluations tracking; advises six Company Readiness NCOs in Company administrative functions, and oversees all facets of administrative forms and

individual Soldier files; ensures awards are submitted and processed in a timely manner; responsible for training and mentor-ship of Soldiers within the S1 section, to include BN Paralegal, BN Retention NCO, BN medical NCO, and clerks. Performs additional duties as assigned. Applicant must be forward thinking and have the capacity to mitigate obstacles. A secret security clearance will be required for this position. Perform other duties as assigned. Applicant must be 42A qualified or become 42A qualified within 12 months from date of hire. Selecting Supervisor Name: MAJ Christian Albrecht, e-mail Christian.L.Albrecht.mil@army.mil Phone:(515)-331-5550, extension: 18205

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.iaarng.mbx.hro-agr@army.mil. This mailbox does not accept encrypted emails. Input the job announcement number into the subject line of the 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.

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