

IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER
26-203 AR

CLOSING DATE
2026-10-06

INTERVIEWING SUPERVISOR INFO

Supervisor MAJ Andrew Brown
Phone 515-331-5580, ext. 18600
Email andrew.l.brown102.mil@army.mil

WHO IS ELIGIBLE TO APPLY:
Current on Board

PCS
Permanent Change of Station may be authorized

POSITION DESCRIPTION
HR ASST

MOS/AOC
42A

UNIT OF ASSIGNMENT
IOWA ARNG RECRUITING & RETENTION BATTALION
CEDAR FALLS, IA

VICE

GRADE RANGE
Min: E6 | Max: E6

PSN # 04597396

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 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

Selected individual serves as the Human Resources Assistant (HRA) for University of Northern Iowa ROTC. Human resources Assistant NCO is responsible for preparing enrollment and contract documents for students enrolling in the basic and advanced courses. Oversee the preparation, maintenance and destruction of forms, letters and files required for cadet administration. Oversee the preparation and submission of CCIMS data and cadet administrative reports in a timely manner. Interviews prospective cadets to determine program

eligibility and waiver requirements. Resolves procedural and regulatory questions concerning enrollment, contractual documents, medical qualifications and mandatory requirements. Coordinates and schedules physical examinations, consultations and inoculations. Obtains fingerprints, extensive background information and requests National Agency Check for each enrollee. Researches, interprets and applies regulatory guidance and procedures to ensure applicants meet branch peculiar requirements concerning background investigations for security clearances. Verifies the enrollment eligibility checklist and performs final review prior to submitting package to PMS for signature/approval. Selected Soldier must be or become proficient in several automation systems to include but not limited to: iPERMS, CCIMS, DODMERB, ATIS, DTS, IPPSA, and Microsoft Office Suite. Applicant must be forward thinking and have the capacity to mitigate obstacles. Secret security clearance will be required for this position. Perform other duties as assigned. Applicant must be 42A qualified. Selecting Supervisor is MAJ Andrew Brown, e-mail andrew.l.brown102.mil@army.mil or andrew.brown@uni.edu, cell 712-299-9714.

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