IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER
26-232 AR

CLOSING DATE
2026-11-16

INTERVIEWING SUPERVISOR INFO

Supervisor MAJ NATHAN HOEGER
Phone 515-214-8484
Email NATHAN.A.HOEGER.MIL@ARMY.MIL

WHO IS ELIGIBLE TO APPLY:
Iowa National Guard Member or must become a member
in the grade range listed below

PCS
Permanent Change of Station may be authorized

POSITION DESCRIPTION
RECRUITER

MOS/AOC
00F

UNIT OF ASSIGNMENT
IOWA ARNG RECRUITING & RETENTION BATTALION
DUBUQUE, IA

VICE
WRIGHT

GRADE RANGE
Min: E4 (P) | Max: E6

PSN #04683687

Area of Consideration:
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. Soldiers must be qualified in their current position (courses listed on current SOU must be complete). Lateral applicants who are not MOS/AOC qualified, must become qualified in advertised MOS/AOC within one year, if selected.

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, ITR, or ATIS screenshot, within 6 months of closing date
- [ ] Copy of last DA 705, ITR, 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)
- [ ] Statement of all active service performed. Retirement Accounting Statement found in IPPS-A
- [ ] Copy of current promotion list, with name highlighted, if applicable
- [ ] Copy of current profile and/or MMRB results, 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

Performs prospecting at high schools, colleges, events, and communities using multiple communication platforms. Inputs and maintains prospect, center of influence, and high school program data through the use of ARISS (Automated Recruiting Information Support System) program and Recruiter Zone. Refines leads. Identifies and develops centers of influence, very influential persons, and media contacts. Develops or prepares and conducts school and recruiting public relations program. Pre-qualifies individuals using APPLEMD and determines eligibility for enlistment or reenlistment. Prepare in draft form, enlistment/reenlistment packets and process applicants for enlistment/reenlistment. Counsels applicants on their contracts and service obligations. Explains initial entry training (IET) requirements and the Selective Reserve Incentive Program and briefs applicants on their test results and the Pre-IET Program. Prepares applicants for MEPS processing. Applies management by objective techniques and develops and maintains time management/work plans. Conducts sales presentation/interviews to obtain enlistment and reenlistment. Analyzes audiences and occasions, prepares or writes speech outlines and gives speeches about the Army National Guard on such topics as mission, programs, facts features benefits, and opportunities. 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. 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 a passing result within 6 months of closing date. Must have current physical fitness test. 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. The file must be named using the format: **LAST_FIRST_JOB#** *(e.g., SMITH_JOHN_26-232 AR.pdf).* 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