IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER
26-237 AR

CLOSING DATE
2026-11-30

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

VICE
RICO

MOS/AOC
00F

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

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

PSN #

Area of Consideration:
Position of Significant Trust and Authority. Must meet position grade requirements. Applicants will be screened as outlined in Annex B (Type I and Type II Offenses), HQDA EXORD 193-14, Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust (POSTA), dated 26 July 2014. Applicants must complete the Self Disclosure Worksheet, failure to submit a completed Self Disclosure Worksheet will result in application not being forwarded for interview. Applicants not meeting eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and application will be returned to the applicant without action (Only one waiver is authorized). Soldiers must meet the qualifications for entry and subsequent service eligibility requirements of AR 135-18, Table 2-1. AGR Soldiers within the first 24 months of their current AGR tour must include, with the application, required stabilization waiver and documents per requirements of the AGR Application and Hiring Procedure policy. Soldier must meet the minimum ASVAB and PULHES requirements per DA PAM 611-21, applications 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 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, 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.
13. Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score of 95).

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_26-237 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