IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER
26-250AR

CLOSING DATE
2026-11-30

INTERVIEWING SUPERVISOR INFO

Supervisor MAJ Chad Wallway
Phone 515-331-5603, ext. 19000
Email chad.r.wallway.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
BN 2OIC/TRAINING

VICE
WALTON

MOS/AOC
70H

GRADE RANGE
Min: O2 | Max: O3

UNIT OF ASSIGNMENT
HHD, 109TH MEDICAL BATTALION
IOWA CITY, IA

PSN #
03054556

Area of Consideration:
Applicants who do not meet the eligibility criteria will not be considered, unless a waiver is authorized under NGR 600-5 and/or AR 135-18. Incomplete or ineligible application packets will be returned without action. Soldiers must meet the service eligibility requirements in AR 135-18 and NGR 600-5. Non-qualified applicants must also meet the minimum qualification requirements in DA PAM 611-21. If a waiver from the proponent school is required, it must be approved and included in the application packet before the closing date. Soldiers must be qualified in their current position, including completion of the required Professional Education Center (PEC) course and military occupational specialty qualification (MOSQ), unless an approved waiver is submitted before the closing date. Lateral applicants who are not qualified in the advertised military occupational specialty (MOS) or area of concentration (AOC) must become qualified in that MOS or AOC within one year of selection.

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, ITR, or ATIS screenshot, within 6 months of closing date
- [ ] Copy of last DA Form 705, ITR, or ATIS screenshot, showing current fitness test
- [ ] Submit 5 most recent evaluations. If fewer than 5 evaluations are available, submit an explanation for the missing evaluations or letters of recommendation, as 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, NGR 600-5, DA PAM 611-21, or the IAARNG AGR Hiring Policy.

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

Battalion Operations officer responsible for day to day training and operations of the 109th MMB and it's down-trace units. Directly supervises 1 AGR in the training office and provides mentorship to 4 training NCOs. Must have a clear understanding of Unit Training Management (UTM)and products that are produced throughout the training cycle. Plans and assigns tasks through the operations process to subordinate units to ensure synchronization and execution of assigned tasks. Understands command policies and procedures to provide guidance to subordinate units ensuring unit readiness. Assists with planning and coordinating the Battalion UTP, UTC and UTB. Helps drive the Military Decision Making Process (MDMP)with the BN XO. Manages the overall training program for the organization to meet the Commander's Intent. Coordinates training resources to include ammunition, TADSS, training areas, facilities, and funding requests through cost estimate worksheets to ensure training readiness of the subordinate units. Must be proficient with ATIS and Microsoft Office programs. Knowledge or access of systems: ATIS, Vantage, NETUSR, SharePoint, MS Teams, Army Synchronization Tool, DTS, and ATRRS. Serves as the BN OIC in their absence. 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_26-250 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