IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD

ANNOUNCEMENT NUMBER
26-254 AR

CLOSING DATE
2026-11-30

INTERVIEWING SUPERVISOR INFO

Supervisor LTC MATTHEW GUERTTMAN
Phone (515) 252-4404
Email matthew.p.guerttman.mil@army.mil

WHO IS ELIGIBLE TO APPLY:
Current (Title 32) AGR IAARNG Members
in the grade range listed below

PCS
Permanent Change of Station may be authorized

POSITION DESCRIPTION
QUOTA SOURCE MANAGER

MOS/AOC
00F

UNIT OF ASSIGNMENT
ARNG STAFF ELEMENT, JOINT FORCE HEADQUARTERS-IOWA
JOHNSTON, IA

VICE
DERRY

GRADE RANGE
Min: E7 | Max: E7

PSN #05403453

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.
- [ ] 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

Provides direct support to the state's planning processes, and supports training management activities within the G3 Training Shop within the state. The Incumbent provides direct support to the IAARNG's Individual Training Quota Source Management Program and provides subject matter expertise to Individual Training Branch. Prepare reports and analysis on individual training trends. Provides recommendations to the State Training Officer in regards to Individual Training Budget Management. Provides program assistance and guidance to training personnel in the operations and maintenance of various automated systems. Interprets Department of the Army and National Guard Bureau regulations, manuals, policies, and procedures. Ensures compliance with all pertinent regulations and local directives. Manages Individual Training documentation through Army Training Requirements and Resources(ATRRS) Program. Capable of using SharePoint and other MS Office applications for the preparation of written products for state-wide and National Guard Bureau usage, Coordinates with higher and lower headquarters, units, and organizations on Individual training for personnel and units. Execute Defense Travel System data entry at various levels, as well as State level data information management of the Integrated Personnel and Pay System-Army(IPPS-A). Perform 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_26-254 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