

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD  
NGIA-HRO-AGR  
7105 NW 70TH AVENUE  
JOHNSTON, IOWA 50131-1824

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**Announcement Number: 24-246AR**

**Closing Date: 21-Nov-24**

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**POSITION DESCRIPTION:**

**POSN TITLE** Admin-Training NCO  
**MOS/AOC:** 68W **VICE:** Kauffman  
**Max:** E-6 **Min:** E-5

**SELECTING SUPERVISOR INFO:**

MAJ Allison J. Evans, (515) 331-5600 x19030,  
allison.j.evans4.mil@army.mil

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**UNIT OF ASSIGNMENT:**

134 MED Co  
Johnston, IA 50131

**MPCN #:** IA02342030

**PARA/Lin** 103/01

**Permanent Change of Station (PCS)**

**may be authorized if in the best  
interest of the government.**

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**Who May Apply:** Current members of the Iowa Army National Guard (IAARNG) or must become a member of the IAARNG.

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**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 not meeting eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and will be returned to the applicant 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 not meeting minimum requirements will be returned without action.

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**INITIAL**

**\*\*\*\*\*Checklist must accompany all applications\*\*\*\*\***

- \_\_\_\_\_ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR).
- \_\_\_\_\_ 2. Certified copy of Soldier Record Brief.
- \_\_\_\_\_ 3. Last five NCOERs. Submit a memo explaining reason(s) for any missing NCOERs. Letter of Recommendation from the Unit Commander for E5s and below without an NCOER is required.
- \_\_\_\_\_ 4. Most current MEDPROS, Individual Medical Readiness (IMR) report (**PHA must be dated within the last 12 months and be an MRC 1 or 2 with the exception of pregnancy**).
- \_\_\_\_\_ 5. If applicable, DA Form 3349 and/or MMRB results.
- \_\_\_\_\_ 6. Copy of APFT/ACFT History Report from DTMS. **Must have a for record ACFT within 6 months.**
- \_\_\_\_\_ 7. Copy of Weight Control History Report from DTMS.
- \_\_\_\_\_ 8. Certified Statement of Good Standing from the Command that you are not under any flagging action. **Must be within 30 days of closing date.** (Template on SharePoint under SOP Chapter 15).
- \_\_\_\_\_ 9. Statement of all active service performed. Please provide one of the following (Technician/Traditional Soldiers only):
  - NGB 23B (RPAM Statement) for NG, ARPC 249 for USAR of Statement of Service.
  - Copy of most recent DD Form 214 (must show reenlistment code), DD 220, and NGB 22's.
  - DD Form 1506 (Statement of Service).
- \_\_\_\_\_ 10. Copy of individual Soldier Talent Profile. **Must be within 30 days of closing date.**
- \_\_\_\_\_ 11. Current Promotion List showing applicants name.
- \_\_\_\_\_ 12. DA Form 1059 from most recent NCOES.
- \_\_\_\_\_ 13. Copy of waiver request if required per AR 135-18, Table 2-2 (Initial Entry AGR) or Table 2-4 (Current on-board AGR) and/or NGR 600-5.
- \_\_\_\_\_ 14. **I understand it is my responsibility to ensure all documents are included, signed and received prior to the closing date and time.**

**\*\* DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS \*\***

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**CAUTION:**

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

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## **MOS REQUIREMENTS:**

No aversion to blood. Must possess finger dexterity in both hands.

Physical profile of 111121.

Physical demands rating of Significant (Gray). A minimum OPAT score of Standing Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles

Must have a minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after to 2 January 2002 and prior to 1 July 2004.

A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB test administered on and after 1 July 2004.

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## **DESCRIPTION OF DUTIES:**

Responsible for accomplishing the Commander's plans and programs to attain the unit's training and mobilization readiness objectives and mission. Drafts training schedules and other memorandums to ensure compliance with directives and publications of higher HQ's. Responsible for the training readiness of the unit. Develops a comprehensive MOS qualification program within the unit. Prepares training charts, schematics and graphs for use during briefings and/or training. Prepares and submits MOS qualification Status Reports, Unit Status Reports, and other training related reports. Duties will include but are not limited to: Conduct administrative actions at the Company level to include administrative lanes, LODs, medical board packets, reenlistment and discharge documents, evaluations, promotions, awards, flags, and bars. Selected Soldier must be or become proficient in several automation systems to include but not limited to: ATARRS, IPSS-A, DTMS, iPERMS, MEDPROs, LOD module, e-Profile, SharePoint, CMSWEB, MODS, and Microsoft Office Suite. Performs other duties as assigned.

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## **QUALIFICATION REQUIREMENT FOR ASSIGNMENT:**

1. Must meet requirements as stated in the "Areas of Consideration".
2. Must be able to complete a minimum of five years of continuous AGR service prior to reaching Retention Control Point (RCP) or completing 18 years of Active Federal Service or your Mandatory Removal Date.
3. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
4. Must be qualified for initial entry into or for continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501 and be capable of performing the duties assigned and implied by grade, MOS, and position as prescribed above.
5. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
6. Soldiers will participate in physical fitness training and take the Army Physical Fitness Test semi-annually.
7. Initial entry Soldiers and Current on-board AGRs must have a passing ACFT and Height and Weight on record within 6 months of application submission.
8. 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
9. Must not have any unfavorable actions of any kind and not be flagged.
10. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
11. A secret security clearance is required for this position. If the selectee does not possess a secret security clearance when hired for this position, they must make application within 30 days of start date. Failure to obtain and maintain the proper security clearance will result in termination of employment.
12. Initial entry applicants in the rank of SSG and above not MOSQ for advertised position will be reduced to E-5 IAW AR 135-18.
13. If not MOS qualified for position as stated above, applicant will be required to become qualified for position within one year of start date. Must not have a permanent profile that would prevent attendance at required MOS Training.
14. Enlisted promotion eligibility based on requirements of AR 600-8-19.
14. Warrant Officer promotion eligibility based on requirement of NGR 600-101.
14. Officer promotion eligibility based on requirements of NGR 600-100.

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## **APPLICATION RECEIPT:**

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 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 packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to [ng.ia.iaarng.mbx.hro-agr@army.mil](mailto:ng.ia.iaarng.mbx.hro-agr@army.mil). This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document. PDF Portfolios will not be accepted.

## **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 gender.

## **INSTRUCTIONS TO COMMANDERS/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.

## **QUESTIONS ABOUT POSITION OR BOARD INFORMATION:**

Contact Selecting Supervisor listed in the top right hand corner of page one.

**QUESTIONS ABOUT POSTING:**

515-252-4514 or 515-252-4751