

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

**Announcement Number: 24-251AR**

**Closing Date: 2-Dec-24**

**POSITION DESCRIPTION:**

**POSN TITLE** REC & RET NCO

**MOS/AOC:** 00F **VICE:** VACANT

**Max:** E-6 **Min:** E-5

**SELECTING SUPERVISOR INFO:**

MAJ Trevor Thein, 515-229-0589,

trevor.a.thein.mil@army.mil

**UNIT OF ASSIGNMENT:**

IA ARNG REC & RET BN  
CEDAR RAPIDS, IA 52404

**MPCN #:** IA01331224

**PARA/Lin** 008B/22

**Permanent Change of Station (PCS)  
may be authorized if in the best  
interest of the government.**

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

**AREA OF CONSIDERATION:**

Position of Significant Trust and Authority. Must meet position grade requirements above. 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.

**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/OERs. Submit a memo explaining reason(s) for any missing NCOERs/OERs. Letter of Recommendation from the Unit Commander for E5s/O2s and below without an NCOER/OER is required.
- \_\_\_\_\_ 4. Most current MEDPROS, Individual Medical Readiness (IMR) report(**PHA must be dated within the last 12 months and must 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. Completed IA Form 7424 Self Disclosure Worksheet. (On Iowa National Guard website)
- \_\_\_\_\_ 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 \*\***

**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:**

Position is MOS immaterial

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**DESCRIPTION OF DUTIES:**

Performs prospecting at Kirkwood Community College, events, and communities using multiple communication platforms. Inputs and maintains prospect, center of influence, and college 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 APPEMD 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.

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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 have a minimum General Technical (GT) score of 110. This requirement is waivable with GT score of 100 or GT score of 95 and Skill Technical (ST) of 95.
  4. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
  5. 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.
  6. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
  7. Soldiers will participate in physical fitness training and take the Army Physical Fitness Test semi-annually.
  8. Initial entry Soldiers and Current on-board AGRs must have a passing APFT and Height and Weight on record within 6 months of application submission.
  9. 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
  10. Must not have any unfavorable actions of any kind and not be flagged.
  11. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
  12. 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.
  13. 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.
  14. 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.
  15. Soldiers hired into the Recruiting and Retention BN will remain in their assignment for a minimum of 36 months upon entry into a Recruiting and Retention BN position. During this 36 month period Soldiers are ineligible to apply for other AGR position within the IA ARNG.
  16. Soldier must be willing to relocate to the area in the vicinity of the Iowa ARNG unit/detachment that the Soldier is selected to recruit for.
  17. Enlisted promotion is contingent upon availability of MTOE/TDA position, eligible for promotion base on requirement of AR 600-8-9, on current State Enlisted Promtion List, and recommended for promotion by RRB Commander based on IA-ARNG RRB Order of Merit List.
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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

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

\*\*\*THESE CRITERIA APPLY TO MILITARY ONLY\*\*\*

(SEE CIVILIAN SCREENING POLICY FOR CIVILIAN CRITERIA)

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE "CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO, CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

1. SEXUAL HARASSMENT
2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
4. PANDERING
5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
6. ADULTERY
7. INCEST
8. PROSTITUTION
9. BESTIALITY
10. STALKING
11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
2. LARCENY/THEFT/FRAUD/BURGLARY
3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLIC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.