

# IOWA AIR AGR VACANCY ANNOUNCEMENT

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

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**Announcement Number:** 24-113AF

**Closing Date:** 31-Dec-24

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**POSITION DESCRIPTION:**

**POSN TITLE:** Personnel Craftsman

**AFSC:** 3F0X1 **VICE:** Struble

**Max:** E-6 **Min:** E-4

**SELECTING SUPERVISOR INFO:**

CMSgt Paul Kibling, 515-261-8335,  
paul.kibling@us.af.mil

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**UNIT OF ASSIGNMENT:**

132d ISR Group  
Des Moines, IA

**FAC:** 10S100

**POSITION #:** 105304634

**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 Air National Guard (IAANG) or must become a member of the IAANG.

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**ASVAB LINE SCORES**

ADMIN-59

**PULHES:**

333233

**Additional Restrictions:**

Demonstrated by weight lift of 40 lbs

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**AREA OF CONSIDERATION:**

AFSC: Any AFSC may apply. Requirements: Must obtain 3F0X1 within 12 months of hire (if applicable)

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**INITIAL**

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

- \_\_\_\_\_ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- \_\_\_\_\_ 2. Copy of Records Review List (RIP).
- \_\_\_\_\_ 3. AF 422 (Physical Profile Serial Report).
- \_\_\_\_\_ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
- \_\_\_\_\_ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- \_\_\_\_\_ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- \_\_\_\_\_ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- \_\_\_\_\_ 8. Technician/Traditional Airman Only - Points Credit Summary.
- \_\_\_\_\_ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**\*\* Submit entire packet as one document. PDF Portfolios will not be accepted. \*\***

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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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**DESCRIPTION OF DUTIES:**

Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, recognition programs, supervisory data, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

Provides executive administrative support to General Officers and Senior Executive Service civilians to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists commanders at all levels in planning, preparing, arranging, and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management and content management. Performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.

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## **GENERAL ELIGIBILITY REQUIREMENTS:**

1. Must meet requirements as stated in the "Areas of Consideration".
  2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
  3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
  4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
  5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
  6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
  7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
  8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
  9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
  10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
  11. Existing Iowa ANG Promotion policies apply.
  12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
  13. It is mandatory that the appropriate Military Uniform be worn.
  14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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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 1530 on the closing date will not be considered.

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.iaarg.mbx.hro-agr@army.mil](mailto:ng.ia.iaarg.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:**

515-252-4681, 515-252-4047, or 515-252-4751