

# 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: 24-269AR**

**Closing Date: 07-Jan-25**

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**POSITION DESCRIPTION:**

**POSN TITLE** Assitant Ops NCO  
**MOS/AOC:** 11B **VICE:** Hockel  
**Max:** E-6 **Min:** E-5

**SELECTING SUPERVISOR INFO:**

MAJ Christian Albrecht, 515-331-5550 x18205,  
christian.l.albrecht.mil@army.mil

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**UNIT OF ASSIGNMENT:**

HHC 1-168 INF  
Council Bluffs, IA 51503

**MPCN #:** IA02243010

**PARA/Lin** 103/08

**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 1530 on the closing date.**

**\*\* 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:**

11B: PULHES - 111221; A physical demands rating of very heavy, red/green color discrimination, correctable vision of 20/20 in one eye;20/100 in the other; Must have a minimum score of 90 in aptitude area CO in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after to 2 January 2002.

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**DESCRIPTION OF DUTIES:**

Assistant Operation NCO of a 718 Soldier Infantry Battalion. Assists the Training Officer and Operations NCO in management of Battalion responsibilities to include but not limited to: Commanders Unit Status Reporting, Suspense Management, Schools, COMSEC, Asset Protection, Ammunition Management, DTS review, Security Clearances, Knowledge Management and Orders Production for the BN consisting of 718 Soldiers. Serves in the MTOE position as the Assistant Operation Sergeant in the S3 section; prepares training data, charts, and slides for use during CUBs/SUBs. Applicant must be proficient with DTMS, DTS, DAMPS and ATRSS. Applicants will utilize programs such as Adobe, Microsoft Office, KIRS along with Army automated systems to include RFMSS, IPPS-A, EES, AFAM, DISS, FMSWeb and iPERMS. Applicant must have the capacity to apply critical thinking and complex problem solving, work independently with a clear understanding of the operations process and Commanders intent. Must be IIB MOSQ and hold a Secret Clearance. Selecting Supervisor: MAJ Christian Albrecht, HQ 1-168 IN, 515-331-5550 x18205.

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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 closing date.
  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. Promotion eligibility based on requirements of AR 600-8-19 for Enlisted, NGR 600-100 for Officers or NGR 600-101 for Warrant Officers.
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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. 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. 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