

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

**Announcement Number: 25-005AR**

**Closing Date: 21-Jan-25**

**POSITION DESCRIPTION:**

**POSN TITLE** ASST. PSNCO

**MOS/AOC:** 42A **VICE:**OTOT

**Max:** E-5 **Min:** E-4

**SELECTING SUPERVISOR INFO:**

LTC Gabriel Whitaker, (515) 252-4231,

gabriel.j.whitaker.mil@army.mil

**UNIT OF ASSIGNMENT:**

671ST TROOP COMMAND

JOHNSTON, IA 50131

**MPCN #:** IAOTOT047

**PARA/Lin** 107/04

**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:**

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. **12 Month OTOT with the possibility of extension.**

**Must live within 50 miles of Johnston, IA (JFHQ-IA) PCS is not authorized**

**Selected Individual will continue to drill with current unit of assignment.**

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

**INITIAL**

- \_\_\_\_\_ 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.

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

**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:**

Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:

- A physical demands rating of Significant (Gray).
  - A physical profile of 323222.
  - Qualifying scores.
    - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
    - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
    - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
    - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
  - A minimum OPAT score of Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).
  - Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.
  - A security eligibility of SECRET.
  - Be a U.S. citizen.
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**DESCRIPTION OF DUTIES:**

Position Description: Functions as the Assistant PSNCO MSC S1 for the 671st Troop Command. Responsible for the preparation and management of all administrative officer board actions to include: DA Promotions, Unit Vacancy Promotions, Officer and Warrant Officer Career Management Board preparation, and DA Promotion Board preparation. Tracks and performs quality control of all evaluations, reports, separations, awards, QRBs, SRBs, enlisted promotion actions and items involving retention/strength reporting. Incumbent will also be required to gain access and have knowledge of the following systems: IPERMS, IPPS-A, Twin Engines, RCAS, RPAM, EES, DPRO, and various others. Plans and assists with SRP 1 events for subordinate units and serves as the MSC Commander's representative on all MSC S1 actions. 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 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.iaaang.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

Amended