

IOWA ARMY AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 25-027AR

Closing Date: 14-Feb-25

POSITION DESCRIPTION:

POSN TITLE PSNCO

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

Max: E-7 **Min:** E-6 Promotable

INTERVIEWING SUPERVISOR INFO:

CPT JACOB JOHNSON, 515-331-5560 x18402,
jacob.s.johnson35.mil@army.mil

UNIT OF ASSIGNMENT:

HHB 1-194 FA
Fort Dodge, IA 50501

MPCN #: IA02244003

PARA/Lin 114/02

Permanent Change of Station (PCS)

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

Who May Apply: Current (Title 32) AGR IAARNG members.

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.

INITIAL

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

TO BE COMPLETED BY LATERAL APPLICANTS ONLY

I, _____, am requesting consideration for the above listed vacancy announcement in accordance with The Iowa Army National Guard Enlisted Hiring policy dated 1 August 2024. This position is subject to be boarded for any on board AGR lateral applicant(s). You must provide the following and initial each line:

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR).
- _____ 2. Certified copy of Soldiers Record Brief.
- _____ 3. Last five NCOERs. Submit a memo explaining reason(s) for any missing NCOERs.
- _____ 4. Most current MEDPROS, Individual Medical Readiness (IMR) report.
- _____ 5. If applicable, DA Form 3349 and/or MMRB results.
- _____ 6. Copy of ACFT History Report from DTMS. Must have record ACFT within 6 months.
- _____ 7. Copy of Weight Control History Report from DTMS.
- _____ 8. Copy of individual Soldier Talent Profile. Must be within 30 days of closing date.
- _____ 9. Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.
- _____ 10. I am meeting all requirements for current position to include ACFT, HT/WT, PHA, PEC, MOSQ and not pending any administrative actions.
- _____ 11. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

I have completed this application with the knowledge and understanding that any and all items contained within my Official Military Personnel File (OMPF) may be subject to investigation. I consent to the release of information provided to personnel specialists for the purpose of employment.

Applicant's signature

TO BE COMPLETED BY APL FILL APPLICANTS ONLY

I, _____, am requesting consideration as for the above listed vacancy announcement, in accordance with The Iowa Army National Guard Enlisted Hiring policy dated 1 August 2024, I know and understand the following (you must initial each line):

- _____ 1. This position will not be boarded for promotion. The first eligible applicant from the APL will be selected.

- _____ 2. My application does not guarantee selection.
- _____ 3. If selected for this position, I may not decline the assignment.
- _____ 4. In order for promotion, I must meet the criteria set forth in AR 600-8-19.
- _____ 5. I am not within my 24 month stabilization period of initial tour.
- _____ 6. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

I have completed this application with the knowledge and understanding that any and all items contained within my Official Military Personnel File (OMPF) may be subject to investigation. I consent to the release of information provided to personnel specialists for the purpose of employment.

Applicant's signature

**** 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.

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.

DESCRIPTION OF DUTIES:

Advise BN leadership on administrative functions, to include pay issues, ensures Pre-Deployment Soldier Readiness, ADR and USR management, IPPS-A, and AT Coordination. Knowledgeable of promotion and advancement guidance processes, tracking of NCO and Officer evaluations; advises 4 battery and 1 company Readiness NCOs in administrative functions, and oversees all facets of administrative forms and individual Soldier files; ensures awards are submitted and processed in a timely manner; responsible for training and mentor-ship of Soldiers within the S1 section, to include BN Paralegal, BN Retention NCO, and S1 clerks. Applicant must be forward thinking and have the capacity to mitigate obstacles independently. A secret security clearance will be required for this position. Applicant must be 42A qualified. Performs additional duties as assigned.

QUALIFICATION REQUIREMENT FOR ASSIGNMENT:

1. Must meet requirements as stated in the "Areas of Consideration".
2. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
3. Must be qualified 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.
4. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
5. 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.
6. Current on-board AGRs must have a passing ACFT and Height and Weight on record within 6 months of closing date.
7. Soldiers will participate in physical fitness training and take the Army Physical Fitness Test semi-annually.
8. Must not have any unfavorable actions of any kind and not be flagged.
9. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
10. A secret security clearance is required for this position. Failure to maintain the proper security clearance will result in termination of employment.
11. If not MOS or AOC 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.
12. Promotion eligibility based on requirements of AR 600-8-19 for Enlisted, NGR 600-100 for Officers or NGR 600-101 for Warrant Officers.

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