

# TEXAS ARMY NATIONAL GUARD ENLISTED TITLE 32 AGR VACANCY ANNOUNCEMENT



**Texas Army National Guard  
Adjutant General's Department  
Post Office Box 5218  
Austin, TX 78763-5218**

**Announcement #**

**PM 16-019**

**Opening Date**

**09 February 2016**

**Closing Date**

**08 March 2016**

**Position Title:**  
AIDE-DE-CAMP

**Location of Position:**  
TX ARNG STAFF JFHQ  
AUSTIN, TX

**BRANCH/AOC:**  
Immaterial / 01A00

**Grade:**  
O3

**Open to:** **TXARNG ONLY**  
Any branch may apply

**Minimum Grade to apply:** O1  
**Maximum Grade to apply:** O3

## REQUIRED DOCUMENTS TO BE SUBMITTED

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- \_\_\_ 1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Below.
  - \_\_\_ 2. **\*NGB Form 34-1 Traditional Soldiers (M-Day, Tech must fill this out!)** / **Memorandum for Consideration (AGRs Only)** - Application for Active Guard/Reserve (AGR). Application must be signed. Attach a separate sheet fully explaining any "Yes" answers to any questions in section IV. On-board AGR Soldiers may submit Memorandum for Consideration IAW AR 25-50 in lieu of NGB Form 34-1.
  - \_\_\_ 3. **\*Military Biography** (Download example/format from <https://www.txmf.us/army-agr> click Download Tab 1.)
  - \_\_\_ 4. **CERTIFIED copy of ORB** - Certified by Army G1 OPM or Unit S-1. Lines Scores must be included.  
**Validated copies of the ORB will not be accepted.**
  - \_\_\_ 5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
  - \_\_\_ 6. **Copy of last five OERs.**  
Submit a memo to the President of the Board explaining reason(s) for any missing OERs or unrated time. A letter of recommendation or performance evaluation will be submitted on newly appointed Commissioned Officers not yet due an OER.
  - \_\_\_ 7. **Individual Medical Readiness (IMR) from MEDPROS.**  
PHA – must be within 1 year of announcement opening date. Must not be on a temporary profile.  
HIV Testing – must be within 2 years of announcement opening date.
  - \_\_\_ 8. **DA Form 705 (APFT).**  
Must have successfully completed & passed most recent APFT within 6 months of announcement opening date. Ensure DA 705 states "FOR RECORD GO."  
Submit current PERMANENT PROFILES for retention verification purposes.
  - \_\_\_ 9. **\*Current certified statement of height and weight** from unit commander or authorized representative. Height and weight must be conducted within 30 days of announcement opening date. Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
  - \_\_\_ 10. **Current NGB 23B RPAM Statement.** (Must be able to complete 3-year initial tour prior to 18 years of Active Federal Service)
  - \_\_\_ 11. **Statement of Security Verification (JPAS)** from Unit Security Manager.
  - \_\_\_ 12. **\*JFTX 32-R** (Police Record Check) Applicant must complete Section I, II, leave #10 blank & section III Blank. (Must be signed and dated)
  - \_\_\_ 13. **\*Letter of Input for President of the Board** – If applicable list any discrepancies or missing items on the Checklist. This item is **NOT** a requirement.
- \*\*Optional documentation that may be submitted is located on the third page of this announcement\*\***  
\*Indicates downloadable form available at <https://www.txmf.us/army-agr>, click "Download" Tab 1.

### APPLICANT'S CONTACT INFORMATION

<b>RANK</b>		<b>NAME</b>	
<b>PHONE</b>		<b>EMAIL</b>	

**FOR NGTX-JHR USE ONLY**

Reviewed by: \_\_\_\_\_

**Point of Contact for Application:**

**SSG Benigno Garcia at (512) 782-1244**  
Email at [ng.tx.txarng.mbx.agr-staffing@mail.mil](mailto:ng.tx.txarng.mbx.agr-staffing@mail.mil)

**Point of Contact for Board & Position**

**MAJ Rebecca N. Dupuy at (512) 782-5589 or email at [rebecca.n.dupuy.mil@mail.mil](mailto:rebecca.n.dupuy.mil@mail.mil).**

**Consideration Factors**

- All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.
- All applicants must be able to attend appearance board.
- A background check will be completed on all applicants.

**AGR Position Description**

**AIDE-DE-CAMP**

Performs primary duty as Aide-de-Camp for a General Officer of the Texas Military Forces. Ensures the implementation of military customs and courtesies; knowledgeable of the command’s task organization, missions, history, and policies. Primary point of contact for scheduling all meetings and appointments. Assists in planning, preparing, and conducting official social functions. Accomplishes support tasks which aid the General Officer in performing military and official responsibilities, including providing and coordinating security and administrative assistance. Works closely with Chief, Joint Staff and Special Joint Staff Secretary to ensure the Adjutant General’s intent, goals, and objectives are accomplished. Supports family readiness goals and objectives by serving as a communicating link between the Family Readiness Program and Adjutant General. Sustains deployment ready status for contingency missions by maintaining military preparedness, bearing and personal physical fitness.

Perform additional duties as required.

**AGR Qualifications**

1. Must be qualified for initial entry into or 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.
2. Must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
3. Must attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will result in separation.
4. Must not have any unfavorable actions of any kind; must not be flagged, and must not have any temporary or permanent profile that would prevent successful completion of a retention/period physical.
5. Must be a deployable asset.
6. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and perform duty in the assigned duty branch/AOC.
7. Must be able to complete a 3 year initial tour of AD or FTNGD prior to completing 18 years of active service or date of mandatory removal from an active status based on age, or service (without extensions).
8. Special Branch officers must meet the military education requirements of AR 135–155.

## Conditions of Employment

1. **Current on-board Technician applicants** - the AGR Program is designated as a Career Program. Technicians selected for AGR positions must acknowledge that they are making a career choice and will be separated from the technician program.
2. **Current on-board AGR applicants are ineligible to apply if within a stabilization period IAW TXARNG 600-5.**
3. **Must possess and be able to maintain a SECRET Security Clearance for continuation in the AGR Program. Failure to maintain SECRET Security Clearance will result in separation from Title 32 AGR Program.**
4. If applicable, must be able to complete branch transfer within 12 months of selection.
5. Must demonstrate the ability to effectively communicate verbally and in writing.
6. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
7. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.
8. Favorable drug screening test within 15 days of initial entry into the AGR Program is mandatory.
9. IAW TXARNG 600-5, Initial Hire AGR Soldiers will be stabilized for 30 Months from date of assignment (automatically waived to 24 months if Soldier is fully qualified upon assignment).
10. Soldiers who have filed for or are receiving Veterans Affairs (VA) disability benefits must pass an Active Duty Physical conducted at Military Entrance Processing Station (MEPS) IAW AR 40-501 within 30 days of notification of Selection for AGR Positions.

**PLEASE NOTE: ACCEPTANCE OF AN AGR POSITION MAY RESULT IN TERMINATION AND/OR REPAYMENT OF MILITARY INCENTIVES. PLEASE CHECK YOUR CONTRACT AND CONTACT YOUR SERVICING EDUCATION/INCENTIVES OFFICE OR THE RECRUITING/RETENTION OFFICE.**

## Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ORB.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc.
4. Federal Employee Performance Appraisals or civilian performance evaluation and/or incentive award certificate.
5. Counter Drug, Drug Interdiction, or Law Enforcement performance appraisal.
6. Official DA Photograph.
7. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "REFERRED" OER.

## Where to Submit the Application

**(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)**

**Applicants must contact AGR Staffing if they are not contacted within five business days after the announcement closing date to verify their packet has been received.**

**\*3 Methods for submitting an application:**

**Preferred:** EMAIL to: [ng.tx.txarng.mbx.agr-staffing@mail.mil](mailto:ng.tx.txarng.mbx.agr-staffing@mail.mil). **Include Announcement # in subject line.** Please allow up to five (5) business days following closure of announcement to receive EMAIL confirmation. (All documents scanned as one PDF document preferred).

**Hand Delivered:** Applications may be **hand delivered** by applicant or on behalf of applicant to the AGR Staffing office located on Camp Mabry Bldg 8 RM C104 by 1600hrs COB. A stamped confirmation will be given. (No binders, staples, tabs, or double sided documents).

**Mailed:** Address to the Adjutant General of Texas, ATTN: NGTX-AGR (Bldg 8/RM C104), PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35<sup>th</sup> ST, Austin, TX 78703-1222. Application must be received and stamped in by 1600 hrs on closing date. **\*Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the unit for board proceedings\* An email confirmation will be sent once application is received. (No binders, staples, tabs, or double sided documents).

Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.