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 16-026**
		Opening Date	**09 March 2016**
		Closing Date	**13 April 2016**

Position Title: TRAINING NCO	**Location of Position:** B CO 536TH BSB KILLEEN, TX
MOS: 91B2O	
Grade: E5	**Open to:** **TXARNG ONLY** 91B Preferred; Any MOS may apply
Minimum Grade to apply: E4 **Maximum Grade to apply:** E5	Must meet all MOS/SQI reclassification requirements (See Page 3)

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 ERB** - Certified by Army G1 EPM or Unit S-1 Line Scores must be included for MOS Conversion (if applicable). **Validated copies 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 NCOERs.**
Submit a memo to the President of the Board explaining reason(s) for any missing NCOERs or unrated time. A letter of recommendation or performance evaluation will be submitted on soldiers not yet due an NCOER.

_____7. **Individual Medical Readiness (IMR) from MEDPROS**.
PHA – must be within 1 year of announcement opening date.
HIV Testing – must be within 2 years of announcement opening date.
Must be DENTAL Class 1 or 2 – A deployable asset.
If applicable include PERMANENT Profile. Soldier must NOT be on TEMPORARY Profile.

_____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".

_____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 AFS)

_____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.***TXARNG Title 32 AGR - VA Disability Questionnaire** – Applicant must complete, sign and date.

_____14.**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 last page of this announcement****

*Indicates downloadable form available at https://www.txmf.us/army-agr, click "Download" Tab 1.

APPLICANT'S CONTACT INFORMATION

RANK		**NAME**	
PHONE		**EMAIL**	

FOR NGTX-AGR 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**
Point of Contact for Board & Position
SFC Landa Morris 325-998-5191 or by e-mail at Landa.j.morris.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

TRAINING NCO

Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation injuries. Prepares and monitors requests for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration. Prepares SIDPERS input and control data, generates SIDPERS input that applies to unit level, reads, interprets, and reconciles SIDPERS generated reports pertinent to unit level, determines reportable changes, category, duty status codes, and other documentations required for SIDPER transactions.

Prepares personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Type's military and nonmilitary correspondence in draft and final copy.

Performs other duties as assigned.

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 performs duty in the assigned duty MOS. 7. Must be able to complete a 3 year initial tour of AD or FTNGD prior to completing 18 years of active service. 8. Must be at least 18 years of age and not reached 55th birthday. 9. Must have completed Initial Entry Training (IET). 10. If PULHES numerical indicator of P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning into the AGR program.
DA PAM 611-21 - Physical demands rating and qualifications for initial award of MOS
Physical demands rating and qualifications for initial award of MOS. Wheeled vehicle mechanics must possess the following qualifications: (1) A physical demands rating of heavy. (2) A physical profile of 222222. (3) Qualifying scores. (a) A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. (b) A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. (c) A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004. (4) Must possess finger dexterity in both hands. (5) Must not be allergic to petroleum related products. (6) Formal training by completion of MOS 91B course conducted under the auspices of the USA Ordnance School is mandatory unless the Soldier meets the civilian acquired skills criteria listed per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (7) below or a waiver is approved by the Commandant, U.S. Army Ordnance School. (7) ACASP qualification criteria. Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered light and heavy wheeled vehicle equipment; be certified as civil service-rated wheeled vehicle repairman; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive or truck area.

Conditions of Employment

1. **TXARNG Enlisted membership not to exceed pay grade of E5**. Selected applicants in pay grade that exceed authorized MTOE assignment of **E5** will take a voluntary reduction in grade prior to assignment.
2. **Current on-board Technician applicants -** Technicians selected for AGR positions will go on LWOP status or may voluntarily resign from the Technician Program.
3. **Current on-board AGR applicants** are ineligible to apply if within a stabilization period IAW TXARNG 600-5.
4. **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.**
5. Must be able to complete MOS reclassification within 12 months of selection.
6. Must demonstrate the ability to effectively communicate verbally and in writing.
7. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
8. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.
9. Favorable drug screening test within 15 days of initial entry into the AGR Program is mandatory.
10. 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).
11. 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 ERB.
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 "bad" NCOER.

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. E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: PM 14-XX – SGT Snuffy, Joe). Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as one PDF/TIF 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, or tabs).

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 35th 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, or tabs).
Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.