

TEXAS ARMY NATIONAL GUARD TITLE 32 AGR VACANCY ANNOUNCEMENT



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

Announcement #

PM 17-003

Opening Date

17 October 2016

Closing Date

16 November 2016

Position Title:

READINESS NCO

Location of Position:

211 EN DET (CONCRETE SEC)
BROWNWOOD, TX

MOS:

12V30

Grade:

E6

Open to: TXARNG ONLY

12V Preferred, Any MOS may apply

Minimum Grade to apply: E5

Maximum Grade to apply: E6

Must meet all MOS reclassification requirements listed on 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://tmd.texas.gov/army-agr>)
4. **CERTIFIED copy of ERB** - Certified by Army G1 OPM or Unit S-1. Line Scores must be included.
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/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** 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 this 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://tmd.texas.gov/army-agr>, click "Download" Tab 1.

RANK

NAME

PHONE

EMAIL

FOR NGTX-AGR USE ONLY

Reviewed by: _____

Point of Contact for Application Process:

SSG Benigno Garcia at (512) 782-1244
Email at benigno.garcia.mil@mail.mil

Point of Contact for Board & Position

SFC David Harte at 325-690-1026 x786-4111 or email at david.s.harte.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 applicants require a background check prior to selection notification

AGR Position Description

READINESS NCO

Maintains communication with the traditional Company Commander and Operations Officer on all issues pertaining to company operations. Actively works personnel and logistics issues with emphasis on those tasks that involve retaining soldiers in the TXARNG. Performs all functions associated with soldier's pay, orders, EPS, awards, and schools. The Readiness NCO supervises the duties performed by the unit's full-time Supply NCO. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Assists in the preparation of recruiting and retention plans. Ensures the sponsorship program for new unit members is fully implemented. Prepares and processes discharge packets. Maintains an accurate listing of unit vacancies and provides the list to the local Recruiter. Assist in the enforcement of unit attendance standards and the administration of the unit's AWOL Recovery Program. Assists the Command Team in the development and monitoring of a comprehensive program to prepare soldiers to meet requirements for NCOES and MOSQ qualification training. Maintains the 216-R for assigned UIC. Issues, receives and stores weapons and ammunition in accordance with current physical security regulations. Maintains current suspense documents for equipment that requires calibration. Performs minor adjustments and cleaning of equipment as required. Takes action for maintenance and repair of equipment when beyond the unit's capability, by timely submission of work requests to supporting maintenance facility. Prepares adjustment documents. Ensures that required inventories of weapons and ammunition are conducted and a copy of the report is filed in physical security file. Prepares and maintains PLL. Incumbent will become familiar/knowledgeable of all other assigned full-time support positions within the unit. Maintains all publications and regulations for supply, maintenance and weapons. Assist in the enforcement of the personnel appearance standards of the unit. Performs all functions associated with soldier's pay, orders, EPS, awards and schools. Be qualified to operate the ATTRS system for submitting soldiers for schools Accomplishes day to day requesting, receiving, hand receipting, delivery and turn in of all property book items. Keep property books and supporting documents current IAW current directives and authorization documents. Inventories using component listing to inventory components of end items. Check unit sub-hand receipts to ensure equipment is hand receipted to the user level and correct procedures are being used according to current regulations. Check unit document register to see if requests and turn-in of items are being properly recorded. Primary Hand Receipt Holder for unit. Assist Property Book Officer with annual/change of command inventories and updating unit hand receipts. Assist Property Book Officer in assuring that all organizational and installation property authorized is on hand or on request. Attend battalion professional development as required. Perform other duties as assigned.

DA PAM 611-21 - Physical demands rating and qualifications for initial award of MOS

b. Physical demands rating and qualifications for initial award of MOS. Concrete and asphalt equipment operator must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 222221.
- (3) Red/green color discrimination.
- (4) Qualifying scores.
 - (a) A minimum score of 90 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 88 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.
- (5) Must possess a valid state motor vehicle operator license.
- (6) Mandatory formal training (completion of MOS 12V10 course conducted under auspices of U.S. Army Engineer School) or meet the civilian acquired skills criteria per Chapter 9-5 (5) (b) of this pamphlet and paragraph (7) below.
- (7) ACASP qualification criteria. Must have 2 years of experience or combination of formal training and experience totaling 2 years in concrete and asphalt paving operations.
 - (a) IAW table 9-1 of this pamphlet, Initial Entry Trainee (IET) who qualifies under the ACASP will not be required to attend Advanced Individual Training (AIT) for any additional training. Upon completion of Basic Combat Training (BCT) Soldier Member will be processed IAW initial assignment instruction.
 - (b) Approval and validation to qualify IET for ACASP is through the USAES, Engineer Personnel Development Office (EPDO).

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.

Conditions of Employment

1. **TXARNG Enlisted membership not to exceed pay grade of E6.** Selected applicants in pay grade that exceed authorized MTOE assignment of **E6** 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 17-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.