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 18-077**
		Opening Date	**23 March 2018**
		Closing Date	**22 April 2018**

Position Title: GOVT AFFAIRS OFFICER	**Location of Position:** TX ARNG STAFF JFHQ AUSTIN, TX
BRANCH/AOC: 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**

_____4. **CERTIFIED copy of ORB** - Certified by Army G1 OPM or BN S-1.

_____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/unrated time. A letter of recommendation or performance evaluation will be submitted on soldiers not yet due an OER.

_____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. **Certified Height and Weight Memo** 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 the date of mandatory removal from an active status based on age, or service.)

_____11. **Statement of Security Verification** from Unit Security Manager **(JPAS print out will not be accepted).**

_____12. ***DD Form 369** (Police Record Check) Applicant must complete Sections 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 fourth page of this announcement****

*****Can be found at the end of the announcement

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

FOR NGTX-AGR USE ONLY

Reviewed by: _____

Point of Contact for Application Process:
SSG Janice Collins at (512) 782-5020 **SPC Felicia Snow at (512) 782-6821** **Email at janice.m.collins8.mil@mail.mil or Felicia.m.snow2.mil@mail.mil**
Point of Contact for Board & Position
LTC Malcolm A. Warbrick at 512-782-6742 or email at malcolm.a.warbrick.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
GOVT AFFAIRS OFFICER - Assist the Director of Government Affairs formulate long-range plans and policies to enhance public understanding, support and acceptance of Texas Military Department programs and activities statewide by key leaders. - Synchronize activities between the Government Affairs Office and the Texas Army National Guard. - Responds to requests for information of both a routine and controversial nature from members of the Texas Military Department Command Group, the public and from elected officials. Prepares and releases official inquiry responses on behalf of the Office of the Adjutant General and the Texas Military Department, assembles information kits, edits informational materials drafted by designated representatives throughout the organization. - Monitors and evaluates state and federal issues, activities and actions that may impact the Texas Military Department, including legislative initiatives, news reports, military policies and regulations, and releases of information by civic and community groups, as well as state and government officials outside the Texas Military Department. - Serves as a liaison to the federal, state and gubernatorial representatives on behalf of the Director, GAO and Adjutant General, when needed. - Perform other duties as required.
Additional or unique position requirements
- Has shown the ability to represent the Texas Military Department in an autonomous, high-visibility, no-fail position. - Experience with writing and with TXARNG staff processes Attendance in the TAGLDP.

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 Officer Basic Course (OBC).
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. **Current on-board Technician applicants** - Technicians selected for AGR positions will go on LWOP status or may voluntarily resign 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. Must demonstrate the ability to effectively communicate verbally and in writing.
5. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
6. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.
7. Favorable drug screening test within 15 days of initial entry into the AGR Program is mandatory.
8. 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).
9. 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 "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 18-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).

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.

POLICE RECORD CHECK

1. DATE OF REQUEST (YYYYMMDD)	OMB No. 0704-0007 OMB approval expires Dec 31, 2017

The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.

SECTION I - *(To be completed by Recruiting Service)*

2. NAME OF APPLICANT *(Last, First, Middle Name(s), Alias)*	3. SEX	4. PLACE OF BIRTH		
	☐ MALE ☐ FEMALE	a. CITY	b. COUNTY	c. STATE

5. DATE OF BIRTH *(YYYYMMDD)*	6.a. ETHNIC CATEGORY	b. RACIAL CATEGORY *(X one or more)*		7. SOCIAL SECURITY NUMBER
	☐ (1) HISPANIC OR LATINO ☐ (2) NOT HISPANIC OR LATINO	☐ (1) AMERICAN INDIAN/ALASKA NATIVE ☐ (2) ASIAN ☐ (3) BLACK OR AFRICAN AMERICAN	☐ (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER ☐ (5) WHITE	

8. ADDRESS IN ADDRESSEE'S JURISDICTION *(See "MAIL TO" block)*				9. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET *(Include apartment no.)*	b. CITY	c. STATE	d. ZIP CODE	a. FROM *(YYYYMMDD)*	b. TO *(YYYYMMDD)*

10. PERSON MAKING THIS REQUEST			
a. NAME *(Last, First, Middle Name(s))*	b. RANK	c. SIGNATURE	d. TITLE

SECTION II - *(To be completed by Applicant)*

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; AR 601-270; OPNAVINST 1100.4C Ch-1; AFI 36-2003_IP; MCO 1100.75E; COMDTINST M 1100.2E; AR 601-210; and E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.

ROUTINE USE(S): DoD "Blanket Routine Use" 2, Disclosure When Requesting Information Routine Use, specifically applies: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. The DoD Blanket Routine Uses at https://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply.

DISCLOSURE: Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.

The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.

11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.	SIGNATURE

SECTION III - *(To be completed by Police or Juvenile Agency)*

The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.

12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? ☐ YES ☐ NO
(If YES, what was the offense or charge, date, disposition and sentence?)

13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? *(If YES, give details.)* ☐ YES ☐ NO

THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.

14. DATE *(YYYYMMDD)*	15. TITLE	16. VERIFIED BY *(Signature)*

LAW ENFORCEMENT AGENCY MAIL TO:	RECRUITING AGENCY MAIL FROM:

TEXAS ARMY NATIONAL GUARD TITLE 32 AGR

VA Disability Benefits Questionnaire

1. Are you receiving VA disability benefits?	YES	NO	(CIRCLE ONE)
2. Are you entitled to receive VA disability benefits, but for the receipt of the retired pay?	YES	NO	(CIRCLE ONE)
3. Have you received VA disability benefits in the past?	YES	NO	(CIRCLE ONE)
4. If you are not receiving VA disability, have you filed for the VA disability benefits?	YES	NO	(CIRCLE ONE)
5. If you are drawing VA disability benefits at what percentage?	_____ %		

If you answered yes to any question above, I understand that I must take an Active Duty physical at Military Entrance Processing Station (MEPS) IAW AR 40-501 within 30 days of notification of selection for an AGR position. I understand that I must take all medical documents and VA Disability documents with me to MEPS on the day of the physical.

_____	_____	_____
Full name (Last, First Middle)	Signature	Date

As of 19 February 2014