TEXAS ARMY NATIONAL GUARD TITLE 32 ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

AGR Announcement



Texas Military Department Post Office Box 5218 Austin, TX 78763-5218

Announcement #	AGR 25-121
Opening Date	28 March 2025
Closing Date	28 April 2025

Position Title:	Location of Position:
Administrative NCO	HHC 172 BEB - PYPT0
MOS:	Houston, TX
12B/H/N3O	
Grade/Rank:	Open to: TXARNG SOLDIERS ONLY
E6/SSG	MOS: 12B/12H/12N preferred, any MOS may apply
Minimum Grade to apply: E4	If not MOS qualified, must meet the qualifications for MOS conversion.
Maximum Grade to apply: E6	E6 not MOS qualified must take reduction to E5 IF SELECTED .

REQUIRED DOCUMENTS TO BE SUBMITTED INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- 1. Cover Page AGR vacancy announcement with Personal Contact Information listed below.
- 2. <u>NGB Form 34-1 for Traditional Soldiers (M-Day, Tech must fill this out!)</u> Application for Active Guard/Reserve (AGR). AGR personnel must complete a memorandum of consideration in accordance with AR 25-50. Memorandum will not exceed 1 page in length.
- SELECTION BOARD copy of ERB Certified/Validated by Readiness NCO or Unit S-1. Line Scores must be included.
- 4. DD Form 214s Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
- 5. <u>Copy of last five NCOERs</u> Submit a memorandum 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 evaluation.
- 6. Individual Medical Readiness (IMR) from MEDPROS -
 - -PHA and Dental (Class 1 or 2) must be within 1 YEAR of announcement OPENING DATE.
 - -HIV Testing must be within **2 YEARS** of announcement **OPENING DATE**.
 - -If applicable, include **PERMANENT PROFILE**. Soldiers must **NOT** be on a **TEMPORARY PROFILE**.
- 7. <u>Individual Training Record</u>- H/W and ACFT must be within 6 months of application date. ITR must include all H/W and ACFT data.
- 8. *DD Form 369 (Police Record Check) applicant must complete Sections I, II, leave #10 & section III blank (Block 11 must be CAC signed).
- Current NGB 23B RPAM (Must be able to complete 3-year initial tour prior to 18 years of Active Federal Service -AFS)
- 10. *TXARNG Title 32 AGR VA Disability Questionnaire Applicant must complete, sign and date.

Applicant Contact Information					
RANK:	PHONE:				
NAME:	EMAIL:				

POINT OF CONTACT FOR APPLICATION PROCESS:

AGR Staffing NCO Email at ng.tx.txarng.mbx.agr-staffing@army.mil

POINT OF CONTACT FOR BOARD & POSITION:

BN S1 NCOIC: SFC Xochitl M. Montanez Email at xochitl.m.montanez.mil@army.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

ADMIN NCO

Actively works personnel, training, and maintenance issues with emphasis on tasks that involve administrative readiness measures within the TXARNG. Must become proficient within applicable systems to include, but not limited to IPPS-A; iPERMS; DPRO; DTMS; EES; ATTRS; FTSMCS Leave Tracker; RCAS WEBAPS; Microsoft Word, Excel, Access, and Microsoft Teams. Performs functions associated with Soldier's pay and administrative records.

Serves as assistant to the Readiness NCO on all full-time unit support functions of the company.

Performs other duties as assigned.

In accordance with DA PAM 611-21; Non-MOS qualified applicants must meet the minimum line score requirements listed below prior to being considers for this vacancy announcement.

12B - Aptitude area CO with score of 082

12H - Aptitude area GM with score of 093

12N - Aptitude area GM with score of 085

AGR QUALIFICATIONS

- 1. **TXARNG Enlisted** membership not to exceed application pay grade. Selected applicants in pay grade that exceeds authorized MTOE assignment on application will take a <u>voluntary reduction in grade</u> prior to assignment.
- 2. 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.
- 3. 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.
- 4. Must attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirements within 12 months of assignment. Failure to do so may result in separation.
- 5. 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.
- 6. Must be a deployable asset.
- 7. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and perform duties in the assigned duty MOS.
- 8. Must be able to complete a 3-year initial tour of active duty or FTNGD prior to the date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
- 9. Must be at least 18 years of age and not reached 55th birthday.
- 10. Must have completed Initial Entry Training (IET).
- 11. 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** Full time technicians selected for an AGR position are responsible for submitting the Uniformed Services Employment and Reemployment Rights Act paperwork thru their fulltime chain of command to the Human Resource Office. In addition, technicians are responsible for ensuring their time and attendance is accurately documented to reflect the appropriate leave status. Failure to submit documentation may result in a debt to the technician.
- 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. Applicants will be disqualified for not having a SECRET clearance.
- 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 PAM 600-5, Initial Hire AGR Soldiers will be stabilized for 24 Months from date of 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 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. 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 evaluation.

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 applying:

Preferred: EMAIL to: ng.tx.txarng.mbx.agr-staffing@army.mil

E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: AGR 25-XXX – SGT Snuffy, Joe).

Please allow up to 5 business days following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at any time to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as ONE PDF document) (Hyperlinks and zip files will not be accepted)

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, AGR Services, by 1600 hours. An email confirmation will be sent once application is received. **(No binders, staples, or tabs).**

Mailed: Address to AGR Services, ATTN: NGTX-AGR, PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35th ST, Austin, TX 78703-1222. Application must be received by 1600 HOURS 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.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

AUTHORITY: Title 3 USE 50(2), AR 13-18. NRC (AR) 5005, ANG 38-101. PRINCIPAL PURPOSE: To provide information for use in determining eligibility/qualifications for Active Guard/Reserver (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for state records. For origanizational use only. POSITION ANNOUNCEMENT #: POSITION TITLE:				PRIVACY ACT	STATEMENT					
NOME: Voluntary; however. If not provided you will not be considered for the AGR program. POSITION ANNOUNCEMENT #: POSITION TITLE: DATE OF BIRTH: (yyyymmdd)) CURRENT HOME ADDRESS: (Sireet, City; Siriet, Zip Code) HOME PHONE: OFFICE PHONE: (Enlisted) DATE OF ENLISTMENT: GRADE: MOSISSI/AFSC: ETS DATE: (Officer/WO) DATE OF FEDERAL RECOGNITION: GRADE: BRANCH: MRD DATE: SECURITY CLEARANCE: BRANCH: MRD DATE: SECURITY CLEARANCE: BRANCH: MRD DATE: SECURITY CLEARANCE: Date From Date To Degree Program Credit Hours Quarter/Semi. 1. COLLEGE OR UNIVERSITY: (Officer Applicants - Accredited Colleges only) Name, City & State Date From Date To Date To Course Title Hours Completed Chief Undergraduate Subject: Date From Date To Course Title Hours Completed 2. OTHER SCHOOLS OR TRAINING: (Vocational, Trade or Business) Name, City & State Date From Date To Course Title Hours Completed 3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. Also list any licenses certificates held (Ploic, Nurse) May we confact your present employer regarding your character, qualification, and record of employment? (A "NO" answer will not affect your consideration for employment; CHECK ONE: YES NO AMERICAN ONE YES	PRINCIPAL PURPOSE: To provide	e information for use i	n determining	eligibility/qualific			. , .	sitions. A	copy will be p	provided to the
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DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)

				SECTI	ON II - EMPLOYMEN	T HISTORY (Continued)				
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SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE							
YES	NO	(All Applicants Must Complete) Utilize the Continuation/Remarks section Attach a seperate sheet of paper if more space is necessary.	on to fully explain any "YES" answers (except 9 & 10).				
		Within the last five years, have you been fired for any reason?					
		2. Within the last five years, have you quit a job after being notified that	you would be fired?				
		3. Have you ever been convicted, forfeited collateral, or now under cha	arges for any felony or firearms or explosives offense against t	he law?			
		4. During the past seven years, have you been convicted, imprisoned,	on probation or parole, or forfeited collateral or are you now u	nder charges for any			
	Ш	offense against the law not included in Question 3?					
		5. While in the military, have you ever been convicted by a General Cou	ırt Martial?				
		6. Does the United States Government employ, in a civilian capacity o	r as a member of the Armed Forces, any relative of yours by b	lood or marriage?			
		7. Do you receive or are you entitled to receive federal, military retired federal, civilian service, or eligible for immediate federal civil service?	or retainer pay, service annuities, or other compensation base	ed upon military,			
		8. Have you ever been removed from military service due to unsuitabili	ty?				
		Will you be able to complete a minimum of 5 years of continuous AC Mandatory Removal Date (MRD)?	GR Service prior to completing 18 years of Active Federal Serv	rice or your			
		10. Are you a candidate for an elected office, holding a civil office (full AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by M		ed in			
		11. Have you been involuntarily removed from unit (Selected Reserve) retention board action?	service based on maximum years of service, qualitative reten	tion or selective			
		12. Have you been involuntarily removed from unit (Selected Reserve) including but not limited to relief from command in the past year?	service for cause or been relieved for cause from any duty as	signment,			
		13. Do you currently possess or is a report of suspension of favorable	e actions pending?				
		14. Have you voluntarily separated from the AGR Program in any state	for one or more days within the past year? (ARNG Applicants 0	Only)			
		15. Have you been voluntarily separated from the AGR Program or vol	untarily separated in lieu of adverse action?				
		16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been redeadquarters, or Department of the Army Headquarters, within the partment of the Army Headquarters.		board convened by			
		17. Have you met the minimum requirement for each fitness component	nt by scoring an overall score of 75 points or higher, per AFI 3	6-2905.			
	•	SECTION V - C	ONTINUATION/REMARKS				
		SECTION VI - CERTIFICATIONS AND	AUTHORITY FOR RELEASE INFORMATION				
to the	I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.						
			SIGNATURE:	DATE:			
		nat all of the statements made by me are true, complete, and the best of my knowledge and belief and are made in good faith.					

CUI when filled

Prescribed By: <u>DoDI 1304.02</u>

	POLICE RECORD CH					F REQUEST	`	,	OMB 2025	approv 0531	val exp	oires
and maintaining the data need including suggestions for reduct should be aware that notwithst OMB control number.	r this collection of information is estim red, and completing and reviewing the cing the burden, to the Department of tanding any other provision of law, no COUR FORM TO THE ABOVE ORGA	e collection of info Defense, Washir person shall be s	rmation. Send ngton Headqu subject to any	d comments r larters Servic penalty for fa	egarding this bes, at whs.mc-ailing to comply	ourden estimate o alex.esd.mbx.dd- with a collection	or any dod-in of info	other aspect formationcol ormation if it o	of this col lections@ does not d	g data so lection o mail.mil. lisplay a	f informa Respon currently	gathering ation, ndents ly valid
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Name(s), Alias)		MALE	A. CITY			B. COUN	ITY		C. STA	ΓE		
		FEMALE										
5. DATE OF BIRTH (YYYYMMDD)	6. A. ETHNICITY (1) HISPANIC OR LATINO	6. B. RACE (1) AME (2) ASIA	RICAN INDI	ne or more) IAN/ALASKA NATIVE (4) NATIVE HAWAIIAN OTHER PACIFIC ISLAI					_			
	(2) NOT HISPANIC OR LATINO	(3) BLA	CK OR AFR	ICAN AMER	RICAN	(0) \						
8. ADDRESS IN ADDRE	SSEE'S JURISDICTION (See	"MAIL TO" bl	ock)				9. [ATES RE	SIDED	AT THI	S ADD	RESS
A. NUMBER AND STRE	ET (include apartment no.)	B. CITY	C	C. STATE		D. ZIP CODE	1	FROM YYYMMDD))	B. TO) YMMD:	D)
10. PERSON MAKING T	'HIS REQUEST						1					
A. NAME (Last, First, Mid	ddle Name(s))	B. RANI	K	C. SIGNA	TURE			D. TITLE				
SECTION II - (To be com	unleted by Applicant)											
CECTION II (10 be com	proced by Applicanty	ı	PRIVACY AC	T STATEME	NT					-		
PRINCIPAL PURPOSE(S): The enforcement agencies. Comple covered by recruiting and offici ROUTINE USE(S): The routine DoDM 1145.02, Military Entrar A0601-210c TRADOC, Army F F036 AETC R, Air Force Recru M01133-3, Marine Corps Recru N01133-2, Recruiting Enlisted DHS/USCG-027, Recruiting Fi	ons 136, 504, 505, 12102; 14 U.S.C. are information collected on this form is eted forms are used to conduct backguard military personnel SORNs maintain a uses are found in the associated systee Processing Station (MEPS); https://dpc.uiting.prospect.System; http://dpc.uiting.prospect.System; http://dpc.uiting.promation.Support.System (M. Selection.System; http://dpcld.defens.les.System of Records; http://www.gp.wever, failure of the applicant to compords check and keep all records toget.	s used to screen a ground records ch- ned by each of the stem of records no s://www.esd.whs. fold.defense.gov/P FRISS) Records; i ICRISS); http://dp icRiSSy; http://dp icRiSSys/pkg/f joo.gov/fdsys/pkg/f	and identify a lecks used to e Services. lotices listed b mil/Portals/54 rivacy/SORN http://dpcld.de cld.defense.g DRNsIndex/D0 FR-2011-08-1	poplicants to the determine elimeter (Documents/I) sindex/DOD-sefense.gov/Proov/Privacy/St. DD-wide-SOF 0/html/2011-: fusal of enlistness.	ne Armed Force gibility of applic DD/issuances/c wide-SORN-Ar ivacy/SORNsII ORN/SINDex/DC RN-Article-View 20225.htm ment in the Arm	es who may have cants for accession dodm/114502m.p ticle-View/Article, ndex/DOD-wide-S DD-wide-SORN-A //Article/570318/r	e discre on into odf?ve /57007 SORN Article- n01133	editable invol the Armed F r=2018-07-23 73/a0601-210 -Article-View, View/Article/5 3-2/	3-121425- 0c-tradoc/ /Article/56 570628/m	ompleted 917 9780/f03 01133-3/	l forms a 36-aetc-r /	are
11. I HEREBY CONSEN INFORMATION REQUE	T TO RELEASE YOUR FILES STED BELOW.	FROM THE		SIGNATU	IRE							
	npleted by Police or Juvenile A											
	ove, who claims to have resident on your files the information re									∍ Unite	d	
12. DOES THE APPLICA	ANT HAVE A POLICE OR JUY	VENILE RECO	ORD, TO IN	ICLUDE M	INOR TRAF	FIC VIOLATI	IONS	?	YES	;	□ N	0
(if YES, what was the o	ffense or charge, date, disposi	ition and sente	ence?)									
13. IS APPLICANT NOV	V UNDERGOING COURT ACT	TION OF ANY	KIND?						YES	,	N	O
(if YES, give details.)												
	IAT THE ABOVE DATA, AS C CONFIDENTIAL AND CANNO									.E IN T	'HIS O	FFICE.
14. DATE (YYYYMMDD)				1	FIED BY (S							
LAW ENFORCEMENT A	AGENCY			_	TING AGEN IL FROM:	NCY						

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 1

TEXAS ARMY NATIONAL GUARD TITLE 32 AGR

VA Disability Benefits Questionnaire

1. Are you receiving VA disability benefit	s?	YES	NO	(CIRCLE ONE)
2. Are you entitled to receive VA disability the receipt of the retired pay?	y benefits, but for	YES	NO	(CIRCLE ONE)
3. Have you received VA disability benefi	ts in the past?	YES	NO	(CIRCLE ONE)
4. If you are not receiving VA disability, he the VA disability benefits?	ave you filed for	YES	NO	(CIRCLE ONE)
5. If you are drawing VA disability benefit	its at what percentage?		%	
If you answered yes to any question above Military Entrance Processing Station (ME for an AGR position. I understand that I n with me to MEPS on the day of the physic	PS) IAW AR 40-501 within nust take all medical docume	30 days o	of notific	ation of selection
Full name (Last, First Middle) S	ignature	-	Date	

As of 19 February 2014