

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

Career Management (CM) Announcement



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

Announcement #

CM 25-027

Opening Date

11 April 2025

Closing Date

26 April 2025

Position Title:

UMO Course Manager

Location of Position:

2-136TH REGT - 8FNA2
Bastrop, TX

MOS:

00F48

Grade/Rank:

E7/SFC

Open to: Open to all Current on-board TXARNG AGR Soldiers

MOS: 00F Immaterial, any MOS may apply

Minimum Grade to apply: E6

Maximum Grade to apply: E7

REQUIRED DOCUMENTS TO BE SUBMITTED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. **Cover Page** - AGR vacancy announcement with Personal Contact Information listed below.
2. **Memorandum for Consideration** – One page memorandum for the president of the board addressing any discrepancies in your board file. Memo will also describe your career ambitions and how you will contribute to the organization. IAW AR 25-50; not to exceed one page.
3. **SELECTION BOARD copy of ERB – Certified/Validated** by Readiness NCO or Unit S-1.
4. **Copy of last five NCOERs** - 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.
5. **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**.
-Dental Class - **1 or 2** - A deployable asset.
-If applicable, include **PERMANENT PROFILE**. Soldiers must **NOT** be on a **TEMPORARY PROFILE**.
6. **Individual Training Record** - H/W and ACFT must be within **6 MONTHS** of application date. ITR must include all H/W and ACFT data.
7. ***DD Form 369 (Police Record Check)** - applicant must complete Sections I, II, leave #10 & section III blank (Block 11 must be CAC signed).

Applicant Contact Information

RANK:

PHONE:

NAME:

EMAIL:

POINT OF CONTACT FOR APPLICATION PROCESS:

AGR Staffing Inbox

ng.tx.txarng.mbx.agr-staffing@army.mil

POINT OF CONTACT FOR BOARD & POSITION:

MSG Kenneth D. Porter

512-720-4102 or kenneth.d.porter6@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.
- All applicants require a background check prior to selection notification.

AGR POSITION DESCRIPTION

UMO Course Manager

UMO (Unit Movement Officer) instructor is responsible for teaching soldiers how to plan, coordinate, and execute the movement of military units, including personnel, equipment, and supplies, across various modes of transportation during deployments, redeployments, and rotations, essentially acting as a subject matter expert on all aspects of unit movement operations and training others to do the same; they deliver specialized instruction on movement planning, transportation logistics, regulatory compliance, and related procedures to ensure units are fully prepared for any deployment scenario.

Key Responsibilities:

- Curriculum Development -Design and update training materials, lesson plans, and course outlines based on Army doctrine and current operational requirements related to unit movement operations.
- Classroom Instruction - Deliver lectures, demonstrations, and practical exercises on topics such as movement planning, transportation coordination, port operations, airlift procedures, rail movement, convoy operations, and hazardous materials handling.
- Student Evaluation - Assess student performance through practical exercises, written tests, and simulations to ensure competency in unit movement planning and execution.
- Mentorship and coaching - Provide individual guidance and support to students to address specific challenges and improve their understanding of complex movement operations.
- Subject matter expertise - Stay current with changes in military transportation regulations, technology, and procedures to maintain expertise in the field.
- Training coordination - Collaborate with other instructors, staff, and military agencies to facilitate effective training delivery and coordinate logistics for training events.
- Directly in contact with the students and represent the command in the presentation of instruction. Serve as the role model for the students. Will be technically competent and professional in demeanor.
- Perform daily tasks associated with POI.
- Meet instructor certification requirements IAW the UMODP Course Management Plan (CMP).
- Required to have DTMS, ATRRs, TASS readiness access.
- Facilitates instruction based on course schedules.
- Complete a Deliberate Risk Assessment Worksheet (DD Form 2977)
- Be familiar with the Operational Environment (OE) and the variables influencing the current operational theaters. Teach students to use the factors of mission, enemy, terrain, time, troops available, and civil considerations.

***Soldiers within a stabilization or assigned to a mobilizing unit may not apply for vacancy announcements. Career status Soldiers are stabilized for a period of 24 months following effective date of a transfer. Soldiers on an initial tour are stabilized for a period of 24 months and may not be considered for vacancy announcements.**

Performs other duties as assigned.

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.

***2 Methods for submitting an application:**

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

E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: CM 25-XX – SGT Example, Jody).

Please allow up to 48 business hours 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/TIF document preferred) HYPERLINKS are not acceptable.**

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, J1-HRO, by 1600 hours. An email confirmation will be sent once application is received. **(No binders, staples, or tabs).**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED