


**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 26-062
		Opening Date	12 May 2026
		Closing Date	11 June 2026

Position Title: Paralegal NCO	Location of Position: 36ID, DIV HQ – WPDWA0 Austin, TX
MOS: 27D	
Grade/Rank: E7 /SFC	Open to: TXARNG SOLDIERS ONLY MOS: 27D Only
Minimum Grade to apply: E6 Maximum Grade to apply: E7	Must be 27D qualified

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 for Traditional Soldiers (M-Day, Tech must fill this out!)** 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.
3. **Soldier Talent Profile** – From IPPS-A or Selection Board version of ERB will be accepted.
4. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
5. **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.
6. **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**.
7. **DA Form 705 (AFT)** - most recent RECORD AFT within **6 MONTHS** of application date.
 -If applicable must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet).
8. **Certified Height and Weight Memorandum** - From Unit Commander or authorized representative.
 -Height and weight must be **CONDUCTED** within **30 DAYS** of announcement **OPENING DATE**.
9. **Statement of Security Verification** - from Unit Security Manager in memorandum format.
10. ***DD Form 369 (Police Record Check)** - applicant must complete Sections I, II, leave #10 & section III blank (Block 11 must be CAC signed).
11. **Current Retirement Points Statement (DA Form 5016)**. Must not Exceed 15 years Active Federal Service.
12. ***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:

BDE S1 NCOIC: SFC Valerie K. Mcpherson
valerie.k.mcpherson.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

Paralegal NCO

Supervise and provide legal services in military justice, administrative law, and legal assistance to command units and Judge Advocates. Prepares court-martial records, process Article 15s, manage investigations, draft legal documents, and assist Soldiers with family law, wills, and powers of attorney, acting as vital legal advisors within the organization. Plan logistical support and coordinate the assignment and training of other paralegals.

Key Duties and Responsibilities:

- Military Justice and Administration: Process courts-martial, non-judicial punishment (Article 15) actions, and separation board proceedings.
- Legal Assistance: Provide services to military families, including preparing powers of attorney, wills, and notary services.
- Administrative Law and Operational Law: Assist with line-of-duty determinations, investigations, and legal research regarding operational and contract law.
- Legal Office Management: Maintain legal files, records, and libraries, acting as office managers in larger legal settings.
- Command Advice: Advise unit commanders and staff on legal boundaries, unit readiness, and administrative actions.
- Training and Mentorship: Develop training plans for junior soldiers and train them to be skilled paralegals.

Key Responsibilities and Skills:

- Confidentiality: Responsible for handling highly sensitive operational and personal information.
- Ethical Standards: Bound by the same ethical behavior rules as Judge Advocates (AR 27-26).
- Research: Use the Manual for Courts-Martial to assist in preparing cases and legal documents.
- Technology: Utilize modern computer systems to create and maintain legal documentation.

Performs other duties as assigned

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 voluntary reduction in grade 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.
12. Employment is contingent on passing the Combat Fitness Test (CFT) if in Combat MOS.

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.

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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

AGR Soldiers who are stabilized per TMDI 1300.07, Active Guard Reserve (AGR) Life Cycle Management (LCM) Enclosure C, paragraph 15 and AGR Soldiers on an approved Talent Management move memo must submit an exception to policy for application per Enclosure C, paragraph 15b. Exception to policy requests must accompany the complete packet submission and must arrive to AGR services no later than seven days before the closing date of the announcement. Exception to policy requests received after this timeline will not be accepted.

(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