


**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 26-025
		Opening Date	28 April 2026
		Closing Date	27 May 2026

Position Title: EXEC ADMIN NCO to The Adjutant General (TAG) and Command Senior Enlisted Leader (CSEL)	Location of Position: HHD JFHQ – 8BBAA Austin, TX
MOS: 00F40	
Grade/Rank: E7 /SFC	Open to: Open to all Current on-board TXARNG AGR Soldiers MOS: 42A preferred, any MOS may apply.
Minimum Grade to apply: E7 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. **Soldier Talent Profile** – From IPPS-A or Selection Board version of ERB will be accepted.
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. **DA Form 705 (AFT)** – Last record AFT. Must be within **6 MONTHS** of announcement opening date.
 -If applicable must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet).
7. **Certified Height and Weight Memorandum** - From Unit Commander or authorized representative.
 -Height and weight must be **CONDUCTED** within **30 DAYS** of announcement **OPENING DATE**.
8. **Statement of Security Verification** - from Unit Security Manager in memorandum format.

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:

Point of Contact: SFC Rosa Olvera
rosa.olvera2.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.
- All applicants require a background check prior to selection notification.

AGR POSITION DESCRIPTION

Serves as the Executive Assistant providing direct administrative and operational support to the Adjutant General (TAG) and Command Senior Enlisted Leader (CSEL). Manages complex calendars, prioritizes competing requirements, and coordinates daily activities to ensure effective use of senior leader time.

Coordinates and executes all aspects of official travel for TAG and CSEL, to include DTS authorizations, itineraries, and voucher processing for CONUS and OCONUS travel. Prepares, reviews, and routes official correspondence in accordance with AR 25-50 and organizational standards, ensuring accuracy and completeness for senior leader review and signature.

Facilitates communication between TAG/CSEL, internal staff, and external agencies. Screens and prioritizes calls, visitors, and requests for information, exercising sound judgment, discretion, and professionalism.

Coordinates meetings, briefings, and engagements in support of TAG and CSEL across multiple networks, to include both NIPR and SIPR environments as required.

Maintains accountability of administrative requirements, to include compliance tracking, suspense management, and access requirements. Supports office operations through coordination of facility, supply, and logistical requirements as needed.

Serves as a trusted representative of the office, maintaining a high level of confidentiality, attention to detail, and professionalism in all interactions.

Performs other duties as assigned.

Key Qualifications:

- Discretion and confidentiality when handling sensitive information and senior leader engagements.
- Strong organizational and time management skills with the ability to manage multiple competing priorities.
- Attention to detail and commitment to accuracy in all administrative actions and correspondence.
- Effective communication skills, both written and verbal, across all levels of the organization.
- Ability to work independently with minimal supervision while exercising sound judgment.
- Adaptability and flexibility in a fast-paced, high-visibility environment.
- Professionalism and composure when interacting with senior leaders, staff, and external agencies.
- Problem-solving skills with the ability to anticipate requirements and proactively address issues.
- Experience supporting executive-level leadership or working in a high-tempo administrative environment (preferred).
- Highly proficient in the following applications GEARS, DTS, CAPPS, IPSS-A, NIPR, SIPR.
- Significant HR/Administrative experience.

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 submitting an application:**

Preferred: EMAIL to: nq.tx.txarnq.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).**

Mailed: Address to the Adjutant General of Texas, ATTN: NGTX-JHR (BLDG 8/J1-HRO), 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 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.

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