


**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 26-027
		Opening Date	29 April 2026
		Closing Date	28 May 2026

Position Title: Readiness NCO	Location of Position: B CO 536TH – V56B0 Houston, TX
MOS: 91 series	
Grade/Rank: E7/SFC	Open to: Open to all Current on-board TXARNG AGR Soldiers
Minimum Grade to apply: E6 Maximum Grade to apply: E7	MOS: 91 series preferred, any MOS may apply.

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.txarnq.mbx.agr-staffing@army.mil

POINT OF CONTACT FOR BOARD & POSITION:

Point of Contact: SFC Micaiah Petrilla
micaiah.petrilla.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

Readiness NCO

Responsible for the overall supervision of all pay, personnel and administrative activities of full-time personnel. Establish procedures to be followed in the resolution of all personnel matters and supervises those procedures until eventual solution. Establishes a direct line of communication with pay administrative, and supply action personnel at higher headquarters. Establishes and maintains personnel proficiency in all supply, finance and personnel procedures. Actively works personnel and logistics issues with emphasis on those tasks that involve retaining Soldiers in the TXARNG and accomplishing the mission. Performs all functions associated with Soldier's pay, orders, STPA, awards, and schools. Accountability of equipment is the primary logistics function that the Readiness NCO will oversee and will retain supervisory responsibility of unit equipment in the absence of the hand receipt holders.

The RNCO also advises the commander on training and unit mobilization readiness requirements. Advises the commander on the following: updating of mobilization plans, vehicle load plans, unit movement plans, convoy clearance requests, preparation of Annual Post Mobilization Training Support Reports, Unit Alert Roster, unit Home Station Activities list and ensuring that the unit is Processing for Overseas Movement/Processing for Overseas Replacement (POM/POR) qualified. Reviews and implements mobilization directives and regulations. Obtains all required data for the unit's status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues.

The Readiness NCO supervises the duties performed by the unit's full-time Supply NCO. These include (but are not limited to) the duties of the Supply NCO in maintaining property accountability, ensuring all required equipment is on hand or on valid requisition, scheduling all required inventories, as well as audits and reconciliation. Ensures adequate equipment is available to support the Commander's planning horizon to include maintenance support required from supporting OMS or other installation maintenance training with the OMS shop chief (s).

Must be proficient in unit level logistics procedures and policies. Assumes the duties and responsibilities of the Unit Supply Sergeant in the absence of a Unit Supply Sergeant.

Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit including employment support and family programs. Responsible for assisting the Commander with UMR management. Supervises the overall operation of the full-time unit support staff. Responsible for ensuring that the work priorities for subordinate full-time personnel are followed and conducts performance and professional growth counseling for subordinates.

Advise the commander and supervisory personnel on the status and efficiency of the full-time personnel. Will become proficient of duties required for the MTOE assigned position and function in that capacity during IDT, Annual Training, and deployment operations. Primary system manager or area of responsibility: ATIS, MARRS-N, IPPS-A, iPERMS, MILPO, EPS, MUPS, UTP, Shop Coordinator, EES, MEDPROS/MODS, Physical Security, Awards, Additional Duty appointment Binder, FRG Liaison, PERSTAT, SIR.

Performs other duties assigned.

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 the closing date on the announcement)

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

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: 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