

TEXAS ARMY NATIONAL GUARD TITLE 32 AGR VACANCY ANNOUNCEMENT

*****KEY: CM - TXARNG AGR ONLY PM - TXARNG SOLDIERS ONLY NW - NATION WIDE*****



**Texas Army National Guard
Adjutant General's
Department
Post Office Box 5218
Austin, TX 78763-5218**

Announcement #

CM 19-022

Opening Date

09 January 2019

Closing Date

24 January 2019

Position Title:
READINESS NCO

Location of Position:

DET 1, 640 MI PLT
SAN ANTONIO, TX

MOS:
35F40

Grade:
E7

Open to: **TXARNG AGR ONLY**

Minimum Grade to apply: E6
Maximum Grade to apply: E7

35F Preferred, any 35 series can 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. **NGB Form 34-1 Traditional Soldiers (M-Day, Tech must fill this out!) / Memorandum for Consideration (AGR ONLY)** - Application for Active Guard/Reserve (AGR). Application must be signed. Attach a separate sheet fully explaining any "Yes" answers to any questions in section IV. On board AGR Soldiers may submit a Memorandum for Consideration IAW AR 25-52 in lieu of NGB Form 34-1.
3. **Military Biography** - IAW NGR 600-200
4. **CERTIFIED copy of ERB/ORB** - Certified by Army G1 OPM or Unit S-1. Line Scores must be included.
5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
6. **Copy of last five NCOERs/OERs** - Submit a memorandum to the President of the Board explaining reason(s) for any missing NCOERs/OERs/unrated time. A letter of recommendation or performance evaluation will be submitted on soldiers not yet due an NCOER/OER.
7. **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**.
8. **DA Form 705 (APFT)** - must have successfully completed & passed most recent APFT within **6 MONTHS** of announcement **OPENING DATE**.
-Ensure DA 705 states **"FOR RECORD GO"** and is filled out properly with HT and WT.
-If applicable must provide a passing copy of the OPAT within **1 YEAR** of announcement **OPENING DATE**.
-If applicable must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet).
9. **Certified Height and Weight Memorandum** - From Unit Commander or authorized representative.
-Height and weight must be **CONDUCTED** within **30 DAYS** of announcement **OPENING DATE**.
10. **Current NGB 23B RPAM Statement (PM / NW ONLY)** - must be able to complete **3-YEAR INITIAL TOUR** prior to the date of mandatory removal from an active status based on age, or service.
11. **Statement of Security Verification** - from Unit Security Manager (**JPAS print out will not be accepted**).
12. ***DD Form 369 (Police Record Check)** - applicant must complete Sections I, II, leave #10 & section III blank (must be signed and dated).
13. ***TXARNG Title 32 AGR - VA Disability Questionnaire** - Applicant must complete, sign and date.
14. **Letter of Input for President of Board** - If applicable list any discrepancies or missing items on this checklist.
This is **NOT** a requirement.

RANK:
PHONE:

NAME:
EMAIL:

*** View Page FOUR of this announcement for optional documentation that may be submitted.

(*Can be found at the end of the announcement.)

*****PLEASE INCLUDE READINESS NCO IN EMAIL TRAFFIC*****

POINT OF CONTACT FOR APPLICATION PROCESS:

SSG Crystal Alvarado at (512) 782-1244
SPC Alba, Alfredo at (512) 782-6821
Email at crystal.alvarado.mil@mail.mil or alfredo.j.alba.mil@mail.mil

POINT OF CONTACT FOR BOARD & POSITION:

SFC Chad Culp at 512-782-5001 Ext 761-4234 or chad.w.culp.mil@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**READINESS NCO**

Actively works personnel and logistics issues with emphasis on those tasks that involve retaining Soldiers in The TXARNG. 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. 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 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.

Supervises the duties performed by the unit's full-time Supply NCO. These include the duties of the unit 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. Coordinates 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. 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. Advises the commander and supervisory personnel on the status and efficiency of the full-time personnel.

Responsible for the overall supervision of all pay, personnel and administrative activities of full-time personnel. Established procedures to be followed in the resolution of all personnel matters and supervise 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.

ADDITIONAL OR UNIQUE POSITION REQUIREMENTS

- All 35-series Soldiers eligible to apply

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 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 Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will 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 performs duty in the assigned duty MOS.
8. Must be able to complete a 3 year initial tour of AD or FTNGD prior to completing 18 years of active service.
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** - Technicians selected for AGR positions will go on LWOP status or may voluntarily resign from the Technician Program. . **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.**
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 600-5, Initial Hire AGR Soldiers will be stabilized for 30 Months from date of assignment (automatically waived to 24 months if Soldier is fully qualified upon 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/ORB.
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. Official DA Photograph.
7. 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 "bad" NCOER/OER.

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 submitting an application:**

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

E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: PM 18-XX – SGT Snuffy, Joe).

Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime 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).**

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 RM C104 by 1600 hours COB. 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-AGR (BLDG 8/RM C104), 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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

POLICE RECORD CHECK		1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires Dec 31, 2017	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</p>					
SECTION I - (To be completed by Recruiting Service)					
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)		3. SEX		4. PLACE OF BIRTH	
		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY b. COUNTY c. STATE	
5. DATE OF BIRTH (YYYYMMDD)	6.a. ETHNIC CATEGORY	6.b. RACIAL CATEGORY (X one or more)			7. SOCIAL SECURITY NUMBER
	<input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO	<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN <input type="checkbox"/> (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> (5) WHITE			
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)				9. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET (Include apartment no.)		b. CITY		c. STATE	d. ZIP CODE
				a. FROM (YYYYMMDD)	b. TO (YYYYMMDD)
10. PERSON MAKING THIS REQUEST					
a. NAME (Last, First, Middle Name(s))		b. RANK	c. SIGNATURE		d. TITLE
SECTION II - (To be completed by Applicant)					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; AR 601-270; OPNAVINST 1100.4C Ch-1; AFI 36-2003_IP; MCO 1100.75E; COMDTINST M 1100.2E; AR 601-210; and E.O. 9397, as amended (SSN).</p> <p>PRINCIPAL PURPOSE(S): The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p>ROUTINE USE(S): DoD "Blanket Routine Use" 2, Disclosure When Requesting Information Routine Use, specifically applies: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. The DoD Blanket Routine Uses at https://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply.</p> <p>DISCLOSURE: Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p>					
<p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>					
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.				SIGNATURE	
SECTION III - (To be completed by Police or Juvenile Agency)					
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>					
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, what was the offense or charge, date, disposition and sentence?)					
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO					
THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.					
14. DATE (YYYYMMDD)		15. TITLE		16. VERIFIED BY (Signature)	
LAW ENFORCEMENT AGENCY MAIL TO:			RECRUITING AGENCY MAIL FROM:		
<div style="border-top: 1px solid black; width: 100%;"></div>			<div style="border-top: 1px solid black; width: 100%;"></div>		

TEXAS ARMY NATIONAL GUARD TITLE 32 AGR

VA Disability Benefits Questionnaire

1. Are you receiving VA disability benefits? YES NO (CIRCLE ONE)
2. Are you entitled to receive VA disability benefits, but for the receipt of the retired pay? YES NO (CIRCLE ONE)
3. Have you received VA disability benefits in the past? YES NO (CIRCLE ONE)
4. If you are not receiving VA disability, have you filed for the VA disability benefits? YES NO (CIRCLE ONE)
5. If you are drawing VA disability benefits at what percentage? _____ %

If you answered yes to any question above, I understand that I must take an Active Duty physical at Military Entrance Processing Station (MEPS) IAW AR 40-501 within 30 days of notification of selection for an AGR position. I understand that I must take all medical documents and VA Disability documents with me to MEPS on the day of the physical.

Full name (Last, First Middle)

Signature

Date

As of 19 February 2014