

TEXAS ARMY NATIONAL GUARD ENLISTED TITLE 32 AGR VACANCY ANNOUNCEMENT



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

Announcement Number

CM 12-015

Opening Date

09 February 2012

Position Title:
PERSONNEL/ADMIN NCO

APPLICATIONS WILL BE ACCEPTED UNTIL:

MOS:
42A20

UNTIL FILLED

Grade:
E5

Open to:
TXARNG AGR ONLY

Location of Position:
112TH CS SPT CO
CORSICANA, TX

ENLISTED NTE E5
Male or Female
MOS: 42A Preferred; Any MOS may apply
CL Line Score: 95 Required for MOS Conversion

Minimum Grade to apply: E4
Maximum Grade to apply: E5

Appearance Board:
TBD, All applicants must be able to attend appearance board.

REQUIRED DOCUMENTS TO BE SUBMITTED

- ____ 1. Memorandum for Consideration to the President of the Selection Board, summarizing your intent, desires, goals, and lists all of your current professional and personal contact information. Not to exceed one page. Must be typed IAW AR 25-50.
 - ____ 2. **CERTIFIED** copy of DA Form 2-1 or ERB. Certified by G1 EPM or Unit S-1.
 - ____ 3. Copy Member 4 (indicating SPD Code) of all previously issued DD Form 214s (Report of Separation) or NGB Form 22.
 - ____ 4. Copy of last five NCOERs. Submit a memo to the President of the Board explaining reason(s) for any missing NCOERs. A letter of recommendation or performance evaluation will be submitted on soldiers (E-5s and below) not yet due an NCOER.
 - ____ 5. Submit Individual Medical Readiness (IMR) from MEDPROS for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date.
 - ____ 6. Copy of DA Form 705 (APFT). Must have successfully completed and passed most recent APFT within 6 months. Ensure DA 705 states FOR RECORD GO. DA 5500-R/DA 5501-R must accompany the DA 705 (if applicable) for most recent APFT. Submit current PERMANENT PROFILES for retention verification purposes.
 - ____ 7. ***Current certified statement of height and weight** from unit commander. **Must be within 30 days of closing date.** CERTIFICATE OF HEIGHT AND WEIGHT. Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
 - ____ 8. Current NGB 23B RPAM Statement. (Must be able to complete a 3-year initial tour prior to completing 18 years of Active Service).
 - ____ 9. Statement of Security Verification (JPAS) from Security MGR.
 - ____ 10. Military Biography IAW NGR 600-100, NGR 600-101, or NGR 600-200.
 - ____ 11. ***AGTX Form 32-R-E** (Police Record Check) Applicant must complete Sections I and II, leave #10 blank.
- ** Optional documentation that may be submitted in addition to the above required checklist is located on the last page.

*Indicates downloadable form available at <http://www.texasnationalguard.us/jobs/default.asp>, click "Download" Tab 1.

Point of Contact for Application:

SSG Michael A. Courade at (512) 782-1244
SGT Carlos Navarro at (512) 782-6821
Email at TX-AGR-Staffing@ng.army.mil

FOR NGTX-AGR USE ONLY

Reviewed by: _____

Point of Contact for Position

CW3 Pablo Escalante at 512-782-1601 or email pablo.escalante@us.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.

A background check will be completed on all applicants.

Selection Objective

The primary purpose of this announcement is to fill the position of **PERSONNEL/ADMIN NCO** within **112TH CS SPT CO (PAAAA-423) TXARNG, 3100 W. 7TH AVE, CORSICANA, TX 75110.**

AGR Position Description

PERSONNEL/ADMIN NCO –

Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration. Prepares SIDPERS input and control data, generates SIDPERS input that applies to unit level, reads interprets, and reconciles SIDPERS generated reports pertinent to unit level, determines reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Prepares personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and nonmilitary correspondence in draft and final copy.

Performs other duties as assigned.

AGR Qualifications

1. **TXARNG Enlisted** membership not to exceed pay grade of **E5**. Selected applicants in pay grade that exceed authorized MTOE assignment of **E5** 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 have completed Initial Entry Training (IET).

Conditions of Employment

1. **Current on-board AGR applicants** - ineligible to apply if - 1) they have not completed the first 18 months of initial AGR tour, or 2) have not completed the initial 3-year Stabilization period for REC/RET or CST.
2. **Must possess a favorable National Agency Check (NAC) and must be able to obtain a SECRET security clearance within 12 months of selection. Must maintain security clearance for continuation in the AGR Program.**
3. If applicable, must be able to obtain DMOS within 12 months of selection.
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.

Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ERB or DA Form 2-1.
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.

Where to Submit the Application

*3 Methods for submitting an application:

EMAIL to: TX-AGR-Staffing@ng.army.mil. **Include Announcement # in subject line.** Allow up to **48 business hours** to receive an email confirmation. When submitting on closing date, you may contact AGR Staffing and request a telephone confirmation prior to 1600hrs COB.

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 1600hrs COB. A stamped confirmation will be given.

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 hrs 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.

Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.