

**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**

**PM 12-010**

**Opening Date**

**09 November 2011**

<b>Position Title:</b> Information Systems Specialist	<b>APPLICATIONS WILL BE ACCEPTED UNTIL:</b>  <b>08 December 2011</b>
<b>MOS:</b> 25B30	
<b>Grade:</b> E6	<b>Open to:</b> <b>TXARNG ENLISTED NTE E6</b>
<b>Location of Position:</b> TXARNG REC&RET CMD VARIOUS LOCATIONS WITHIN THE STATE OF TEXAS	ANY MOS may apply Male or Female Secret Security Clearance Required ST Line Score: 100 Required for MOS Conversion
<b>Minimum Grade to apply:</b> E5 <b>Maximum Grade to apply:</b> E6	<b>Appearance Board:</b> TBD, All applicants must be able to attend appearance board.

**REQUIRED DOCUMENTS TO BE SUBMITTED**

- \_\_\_\_ 1. \***NGB Form 34-1** (Feb 10) Application for Active Guard/Reserve (AGR). **Application must be signed.**
  - \_\_\_\_ 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 of application date and verification of HIV testing within 2 years of 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. (Must possess a **SECRET** clearance)
  - \_\_\_\_ 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  
SSG Patricia Lozano at (512) 782-5340  
Email at [TX-AGR-Staffing@ng.army.mil](mailto:TX-AGR-Staffing@ng.army.mil)

**FOR NGTX-AGR USE ONLY**

Reviewed by: \_\_\_\_\_

### 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 **INFO SYS SPEC** in various locations for TXARNG REC&RET CMD (91SAA-057) PO BOX 5218, AUSTIN, TX 78763-5218.

### AGR Position Description

#### **INFO SYS SPEC –**

Installs, operates, and performs unit maintenance on multi-functional/multi-user information processing systems and peripheral equipment and auxiliary devices. Performs input/ output data control and bulk data storage operations. Transfers data between information processing equipment and systems. Troubleshoots automation equipment and systems to the degree required for isolation of malfunctions to specific hardware or software. Restores equipment to operation by replacement of line replaceable unit (LRU). Installs, operates, performs strapping, restrapping, PMCS and unit level maintenance on COMSEC devices. Assists in the design, preparation, editing, and testing of computer programs. Drafts associated technical documentation for program reference and maintenance purposes. Modifies existing application packages using application and operating system software and appropriate computer language commands and files.

Performs other duties as assigned.

### AGR Qualifications

1. 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.
2. 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.
3. 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.
4. 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.
5. Must be a deployable asset.
6. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and performs duty in the assigned duty MOS.
7. Must be able to complete a 3 year initial tour of AD or FTNGD prior to completing 18 years of active service.
8. Must be at least 18 years of age and not reached 55<sup>th</sup> birthday.
9. Must have completed Initial Entry Training (IET).
10. 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. **TXARNG Enlisted** membership not to exceed pay grade of **E6**. Selected applicants in pay grade that exceed authorized MTOE assignment of **E6** will take a voluntary reduction in grade prior to assignment.
2. **Current on-board Technician applicants** - the AGR Program is designated as a Career Program. Technicians selected for AGR positions must acknowledge that they are making a career choice and will be separated from the technician program.
3. **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.
4. **Must possess a favorable National Agency Check (NAC) and must possess a SECRET security clearance. Must maintain security clearance for continuation in the AGR Program.**
5. If applicable, must be able to obtain DMOS within 12 months of selection.
6. Must demonstrate the ability to effectively communicate verbally and in writing.
7. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
8. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.
9. Favorable drug screening test within 15 days of initial entry into the AGR Program is mandatory.

## 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](mailto: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 35<sup>th</sup> 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.