

# 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 12-023**

**Opening Date**

**12 December 2011**

<b>Position Title:</b> SUPPLY SGT	<b>APPLICATIONS WILL BE ACCEPTED UNTIL:</b>  <b>11 January 2012</b>
<b>MOS:</b> 92Y30	
<b>Grade:</b> E6	<b>Open to:</b> <b>TXARNG ENLISTED NTE E6</b>
<b>Location of Position:</b> TX ARNG MED DET AUSTIN, TX	MOS: 92Y ONLY Male or Female
<b>Minimum Grade to apply:</b> E4 <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.
  - \_\_\_\_ 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: \_\_\_\_\_

**Point of Contact for Position**

SFC Jorge Rodriguez at (512) 782-5970 or email [jorge.rodriguez9@ng.army.mil](mailto:jorge.rodriguez9@ng.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 **SUPPLY SGT** within **TX MED DET (8B7AA-911) 2200 W. 35<sup>TH</sup> STREET, AUSTIN, TX 78703-1222.**

**AGR Position Description**

**SUPPLY SGT –**

The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns in organization and installation supplies and equipment. Operates unit level computer (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Directs supply personnel in establishing supply and inventory control management functions. Maintains property under standard property book system (SPBS). Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander.

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 within 12 months of selection. 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.