

**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 #

PM 13-028

Opening Date

07 December 2012

Closing Date

07 January 2012

Position Title:
PROPERTY BOOK NCO

Location of Positions:
HHC 111TH ENG BN
BROWNWOOD, TX

MOS:
92Y20

Grade:
E5

Open to: **TXARNG ONLY**
ANY MOS may apply

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

Male or Female
Minimum score of 95 in aptitude area CL required for MOS conversion

REQUIRED DOCUMENTS TO BE SUBMITTED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICANT'S CONTACT INFORMATION

RANK		NAME	
PHONE		EMAIL	

First Line Supervisor Must Initial Below Checklist

First Line Supervisor Rank & Name: _____

- _____ 1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Above.
 - _____ 2. ***NGB Form 34-1** Application for Active Guard/Reserve (AGR).
Application must be signed.
Attach a separate sheet fully explaining any "Yes" answers to section IV.
 - _____ 3. ***Military Biography** IAW NGR 600-100, NGR 600-101, or NGR 600-200.
 - _____ 4. **CERTIFIED copy of DA Form 2-1 or ERB**. Certified by G1 EPM or Unit S-1.
Line Scores must be included for MOS Conversion (if applicable)
 - _____ 5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
 - _____ 6. **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 not yet due an NCOER.
Memorandum for record must be submitted explaining any unrated time.
 - _____ 7. **Individual Medical Readiness (IMR) from MEDPROS**.
PHA – must be within 1 year of application date.
HIV Testing – must be within 2 years of application date.
Must not be on a temporary profile.
 - _____ 8. **DA Form 705 (APFT)**.
Must have successfully completed and passed most recent APFT within 6 months.
Ensure DA 705 states "FOR RECORD GO".
Submit current PERMANENT PROFILES for retention verification purposes.
 - _____ 9. ***Current certified statement of height and weight** from unit commander or authorized representative.
Must be within 30 days of application date.
Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
 - _____ 10. **Current NGB 23B RPAM Statement**.
(Must be able to complete a 3-year initial tour prior to completing 18 years of Active Service).
 - _____ 11. **Statement of Security Verification (JPAS)** from Security MGR.
 - _____ 12. ***JFTX 32-R** (Police Record Check)
Applicant must complete Sections I and II, leave #10 & section III blank. (Must be signed and dated)
- ** Optional documentation that may be submitted is located on the last page of this announcement.**

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

FOR NGTX-AGR USE ONLY

Reviewed by: _____

Point of Contact for Application:

SSG Michael A. Courade at (512) 782-1244
SSG Theodore P. Steadman at (512) 782-1297
Email at ngtx.agr.staffing@ng.army.mil

Point of Contact for Board & Position

MSG Steven Mansfield at 512-426-6550 or email at steven.mansfield@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.
- All applicants must be able to attend appearance board.
- A background check will be completed on all applicants.

AGR Position Description

PROPERTY BOOK NCO –

Responsible for completing Property Book Daily's and organizing, filing, scanning CORO, inventories, requesting, receiving, hand receipting, delivery, and turn-in of all property book items. Administrative functions required to keep property books and supporting documents current IAW current directives and authorization documents. Works directly with unit Supply SGT on accomplishing 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 55th 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 E5.** Selected applicants in pay grade that exceed authorized MTOE assignment of **E5** 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** - are ineligible to apply if – (1) within a stabilization period IAW TXARNG P12-11, 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 be able to obtain 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 complete branch transfer 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.
10. IAW TXARNG P12-11, Initial Hire AGR Soldiers will be stabilized for 36 Months from date of assignment (automatically waived to 24 months if Soldier is fully qualified upon assignment).

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 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

(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)

***3 Methods for submitting an application:**

Preferred: EMAIL to: ngtx.agr.staffing@ng.army.mil. Include Announcement # in subject line. Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. (All documents scanned as one pdf 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 1600hrs COB. A stamped confirmation will be given. (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 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. (No binders, staples, or tabs).

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