



**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
ACTIVE GUARD/RESERVE (AGR)
VACANCY ANNOUNCEMENT**



This announcement must be posted on unit bulletin boards until the day following the closing date.

ANNOUNCEMENT NUMBER 74-09

Position Title: UNIT ADMINISTRATOR (Equip Rec Parts Sgt) **MOS:** 92A20

Opening Date: 8 October 2009 **Closing Date:** 9 November 2009

Duty Station: Company B 250th Brigade Support Battalion, Bordentown, NJ

Military Assignment: Company B 250th Brigade Support Battalion, Bordentown, NJ

Military Grade: Minimum: SPC/E-4 \$1,827.60 - \$2,218.50 (base pay range per month)
 Maximum: SGT/E-5 \$1,993.50 - \$2,828.40 (base pay range per month)

**your pay will depend on your years of service; you will also receive other allowances for rations, housing, uniforms, and cost of living (normally between \$1000-\$2200 per month).*

Area of Consideration: This position is open to all members of the New Jersey Army National Guard, or persons eligible to become a member.

Duties and Responsibilities: Prepares reports on strength levels and status of personnel. Evaluates personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Processes centralized and decentralized promotions and reduction actions. Processes classification/reclassification actions. Prepares orders and request for orders. Prepares and maintains officer and enlisted personnel records. Prepares and reviews personnel casualty documents. Monitors suspense actions. Initiates, monitors, processes personnel evaluations. Transfers records. Processes personnel for separation and retirement. Processes and executes Personnel Service Center SIDPERS level procedures and actions. Processes applications for OCS, warrant officer flight training, or other training. Processes recommendations for awards and decorations. Processes bars to reenlistment, suspension of favorable personnel actions. Initiates action for pass ports and visas. Processes requests and prepares identification tags and cards. Monitors appointment of line of duty, survivor assistance, and summary court officers. Processes line of duty investigations. Prepares letters of sympathy to next of kin. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications. Prepares and maintains functional files per MARKS. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Provides technical guidance to subordinate soldiers in accomplishment of these duties. Performs other duties as assigned.

Point of Contact: MAJ Paul Rumberger (609) 864-0514

Equal Opportunity: Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender or national origin.

Initial Eligibility Requirements: Please refer to the General Eligibility Requirements, and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0860 for assistance.

How To Apply: Please see the Vacancy Announcement Checklist on Page 3 for the required documentation to submit with your application. Application forms are available on request from your unit personnel officer. You may also obtain an application form by logging onto <http://www.state.nj.us/military/hro> and clicking on the link in the left margin for "Publications". Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, please provide a brief explanation of the reason.

IMPORTANT! APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.

Persons who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Full Time National Guard Duty in Active Guard/Reserve (AGR) status in New Jersey under the provisions of Title 32 USC 502(f).

Mail To: Headquarters, New Jersey National Guard, Department of Military and Veterans Affairs, ATTN: HRO-MS, 3650 Saylor's Pond Road, Fort Dix, NJ 08640-7600.

**** Must arrive NLT Close of Business on the Closing Date****

EXCEPTION TO POLICY:

Deployed NJ ANG & ARNG military members may submit their application by e-mail or fax to the following (application must be accompanied by Title 10 Orders)
FAX # 609-562-0855, ATTN: J1-HRO-TB-S
E-mail: NJJOBSUBMISSION@ng.army.mil

Pay and Benefits: Your Basic Pay and allowances depend upon your grade and the length of creditable service. You will be submitted under the AADPS through USPFO-NJ. You will receive Leave at the rate of 2 1/2 days per month, and be entitled to all Regular Federal Holidays. Your medical care and hospitalization will be administered under the Uniformed Service Health Benefits Program, along with those of any dependents that you have. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the federal USERRA law. Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited PX/Commissary privileges, an Active Duty or Dependent Identification Card as needed and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

Information for Technicians Entering Tour: Currently employed technicians may compete for AGR positions. If selected, your FEGLI stops the day preceding your entry on active duty, your NGAUSIT will be terminated at the end of the pay period, your Health Insurance will terminate effective on entry into tour. Additionally, any Credit Union deposits and US Savings Bond allotments will terminate, and you must make separate arrangement for the length of tour.

DISTRIBUTION: A2, A3, B, C, D, HRO (1)

TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST

The following documents must be submitted by applicants for this position vacancy-

1. NGB Form 34-1 (Application for AGR Position).
In employment history section your current Battalion Full Time Support Supervisor must initial next to their name and phone number in the immediate supervisor block to acknowledge their awareness of this application.
2. DA Form 2-1 (certified True Copy) or a Personnel Qualification Record (PQR).
3. A copy of current physical. If your physical is more than 6 months old, a certified Height/Weight statement within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).
4. A current DA Form 4973-R (Annual Medical Certificate)
5. A copy of your NGB Form 23-B (Retirement Points History Statement) if you are a current member of the NJ Army National Guard.
6. Official DA photograph (a Polaroid or other snapshot of you in your Class A uniform from head to jacket hem).
7. A current DA Form 705 (Army Physical Fitness Score Card).
8. Copies of your last 5 NCOER, or a Letter of Recommendation for soldiers not requiring an NCOER.
9. Copies of any DD Form 214.
10. Photocopy of your current civilian motor vehicle operators license. All data must be readable.
11. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.

NOTES-

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1
- b. Make sure that you sign and date your NGB Form 34-1.
- c. Make all entries legible, and complete all items in full.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted.

TABLE 2 – NEW JERSEY ARMY NATIONAL GUARD AGR ELIGIBILITY REQUIREMENTS

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.
2. Must be a member of the NJ Army National Guard
3. Must not be under current suspension of favorable personnel actions.
4. Applicant must not be entitled to receive federal military retired or retainer pay.
5. Must be able to serve at least 3 good years in active status prior to mandatory removal.
6. Personnel applying for an initial tour who have 15 or more years of active military service credited to retirement will require a waiver

from NGB prior to placement on tour.

7. Applicants who have voluntarily separated from the AGR program are not eligible to re-enter for one year from the date of separation
8. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.

INITIAL ENTRY QUALIFICATIONS:

1. Must meet entry requirements of AR 135-18.

2. Must be medically qualified under AR 40-501 Chap 3 and 4 or 5 as applicable within 24 months prior to initial entry. You must be medically certified as drug free, be tested for HIV within 6 months of initial entry and not be pregnant. Female soldiers must undergo a pregnancy test within 15 days prior to initial entry.

3. Soldiers transferring between states or entering FTNGD from Active Duty status without a break in service must have a current physical exam and include DA Form 3081-R with their application.

4. Officers/Warrant Officers and enlisted E6 and above must possess the MOS/AOC for the AGR position selected.

