



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

****AMENDED****

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 23-VA-16

POSITION TITLE: Unit Supply Sergeant

OPENING DATE: 15 February 2023

CLOSING DATE: 17 March 2023

DUTY STATION: Various Army National Guard armories in New Jersey. Possible duty locations include Dover, Freehold, Hackettstown, Jersey City, Lawrenceville, Morristown, Newark, Newton, Port Murray, Riverdale, Somerset, Teaneck, West Orange, Westfield, Woodbridge, Atlantic City, Blackwood, Bordentown, Cape May Courthouse, Cherry Hill, Hammonton, Joint Base McGuire-Dix-Lakehurst, Lawrenceville, Mount Holly, Sea Girt, Tuckerton, Vineland, Woodbury and Woodstown.

MOS: 92Y, or eligible to reclass within 12 months

RECLASS REQUIREMENTS: Physical demands rating and qualifications for initial award of MOS. Unit supply specialist must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 222222.
- (3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

MILITARY GRADE: This announcement is open to personnel in the grade of E4-E5. Soldiers in the grade of E6 or higher are welcome to apply but must accept voluntary reduction to E5 prior to accession to the AGR Program. Soldiers with 13 years or more of Active Duty cannot apply.

AS READS: AREA OF CONSIDERATION: Current members of the New Jersey National Guard who possess the Military Grade and Duty MOS listed, or willing to reclass within 12 months.

HOW CHANGED: AREA OF CONSIDERATION: Current members of the New Jersey Army National Guard who possess the Military Grade and Duty MOS listed, or willing to reclass within 12 months.

SPECIAL REQUIREMENTS: Soldiers will be scheduled for the Unit Supply Specialist Course at PEC within 12 months of assignment, unless already completed.

DUTY DESCRIPTION: Supervise and/or perform tasks associated with general upkeep and maintenance of Army supplies and equipment. Advise, counsel and assist commander and staff regarding logistical matters. Understand, interpret and implement Service, Major command, National Guard and state regulations, policies and precedents covering the full range of supply actions. Tasks include: receive, inspect, inventory, load,



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unload, segregate, store, issue, deliver and turn in organization supplies and equipment. Prepare all unit/organizational logistical documents. Maintain all classes of supply. Issue/receive small arms. Secure/control weapons and ammunition in security areas. Schedule/perform preventive and organizational maintenance on all equipment. Attends all unit training assemblies and performs other duties as assigned.

ELAHP: This Vacancy Announcement is issued under the New Jersey Army National Guard Entry Level AGR Hiring Plan (ELAHP).

Applicants who meet the basic eligibility requirements will appear before a hiring board and receive a numerical rating based upon the interview, their application, their experience and potential. Applicants meeting the minimum point value for accession into the AGR Program will be ranked on an Order of Merit List (OML). When a vacancy becomes available, the applicant with the highest score will be offered the position. If declined, the vacancy will be offered to the next applicant on the list. Selection Lists will remain active until exhausted or deemed obsolete by the HRO AGR Manager.

Applicants who live more than 50 miles from the duty location of the job offered, may decline the position and remain on the OML, to be offered the next available position. If the applicant lives within the 50 mile radius and declines the position, he/she will be removed from the OML.

Applicants on the OML may be offered interim employment with Active Duty for Special Work (ADSW) funds, Temporary AGR tours, or Temporary Technician status until such time as budget constraints allow for accession as an AGR Soldier. Applicants terminated for cause, or who resign in lieu of disciplinary actions, while performing duty in this interim status will be removed from the OML.

Applicants on the OML are responsible for maintaining their basic eligibility for accession to the AGR Program. This includes maintaining passing scores on subsequent Army Combat Fitness Tests (ACFT), adhering to the weight standards of AR 600-9, maintaining a civilian driver's license and a current Physical Health Assessment. Failure to maintain standards causes delays in AGR accession and may be cause for removal from the OML.

All applicants must have a Secret Security Clearance. Loss of an existing security clearance, or denial of a requested clearance, is grounds for removal from the OML.

Applicants who have received a Letter of Reprimand, Article 15, involuntary reduction, or voluntary reduction, or resignation from employment, in lieu of other disciplinary actions, within the past 36 months, are not eligible for accession under ELAHP and will be removed from the OML. An applicant's failure to disclose these actions, prior to accessioning, will be grounds for removal for cause, when discovered.

Applicants who are terminated from any previous employment for cause, within the past 36 months prior to accessioning, are not eligible for accession under ELAHP and will be removed from the OML. An applicant's failure to disclose a previous termination, prior to accessioning, will be grounds for removal for cause when discovered.

*****BE ADVISED THAT ACCEPTANCE OF THIS AGR TOUR YOU MAY RESULT IN FUTURE AND/OR UNEXPECTED OUT OF STATE PCS TOURS THAT CAN BE UP TO ONE YEAR OR LONGER.*****



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

REQUIRED SECURITY CLEARANCE: Applicants must have or be eligible to receive a SECRET Clearance. Failure to acquire a clearance is grounds for termination from the AGR Program.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must meet the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA) within 12 months on file.
4. Applicants transferring between States or entering AGR from Active Duty status without a break in service must have a current PHA.
5. Applicant must be certified drug free.
6. Applicant must have been tested for HIV within the past 24 months.
7. Applicant must meet physical standards of AR 600-9.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants in grade E5 with more than 13 years of Active Service are not eligible.
10. Applicants must be at least 18 years of age and not more than 55 years old.
11. Applicant must not be entitled to receive Federal Military Retired Pay.
12. Applicant must be able to serve at least 3 years on Active Duty.
13. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from the date of REFRAD.
14. 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 without a waiver.



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HOW TO APPLY: Follow the steps below. Applicants are strongly encouraged to submit packet as soon as possible to ensure time for quality review at the HRO level. Any errors or discrepancies will be identified and relayed to the applicant in order to resolve discrepancies prior to closing date.

1. Ensure that you meet the General Eligibility Requirements prior to packet submission.
2. NGB Form 34-1 Application for AGR Position: **See page 6 of this announcement**
3. Complete the AGR Vacancy Announcement Application Packet Checklist. (Pg. 5)
4. The J1-AGR Branch will not accept mailed or hand carried packets. Submit your application packet by Email. In the subject line please type: J1-HRO, the Vacancy Announcement number, and your last name (J1-HRO/23-VA-16/Doe). **WE WILL NOT ACCEPT PACKETS THAT ARE ADOBE PORTFOLIOS. THE PDF MUST BE PRINTED AND SCANNED INTO ONE SINGLE DOCUMENT** and forwarded to the following Email: ng.nj.njarng.list.jfhq-j1-army-agr@army.mil
5. Your packet must be received prior to midnight EST on the closing date: **17 March 2023**

POINT OF CONTACT: J1-AGR Branch: ng.nj.njarng.list.jfhq-j1-army-agr@army.mil. Please put announcement number in subject line of email.



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AGR VACANCY CHECKLIST

I, _____, confirm that the following items have been provided in my AGR Vacancy Opportunity Application Packet.

_____ 1. NGB Form 34-1, Application for AGR Position. On a separate sheet fully explaining any "Yes" answers to any questions in Section IV. Make sure that you enter the Vacancy Announcement number and job title on your NGB Form 34-1. Sign and date your NGB Form 34-1. Ensure that all entries are legible and completed fully.

_____ 2. Enlisted Record Brief (SRB) certified within the past 30 days. **Please make sure you print the ERB without the DA photo.**

_____ 3. Current NGB Form 23A (Retirement Points History Statement).

_____ 4. Individual Medical Readiness Form (Physical Health Assessment date must be within 12 months). To access MEDPROS go to <https://medpros.mods.army.mil/MEDPROSNew/secure/medical/imr2.aspx>. Click on "Your Individual MEDPROS Record." Under "Forms" click on IMR Record.

_____ 5. Screenshot of Digital Training Management System (DTMS) of the current HT/WT. Provide a screenshot of your DTMS HT/WT from your Readiness NCO. Provide memorandum for discrepancy. Provide a copy of your DA 5500/5501 if applicable.

_____ 6. Last 3 Evaluations (NCOER/OER/E4 Eval). Personnel who do not have 3 evaluations, must submit a memorandum explaining the circumstances. Personnel without 3 Evaluations must submit letters of recommendation from his/her military leadership dated within 3 months of the Vacancy Announcement.

_____ 7. All DD Forms 214, substantiating every period of Active Duty service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).

_____ 8. Must have a current clearance in line with the grade, MOS, and AGR duty position. Provide a Security Clearance Verification Memorandum from your unit DISS Manager or J2. (NACLC, Secret, etc.)

_____ 9. Photocopy of your current, valid civilian motor vehicle driver's license. All data must be readable. Individuals with suspended driving privileges are not eligible to apply.

_____ 10. All documents supporting your qualifications. This includes resume, civilian job evaluations and school transcripts.

_____ 11. Contact Info. On a separate sheet of paper, provide your civilian and military email addresses and the best contact telephone number. This information will be used to contact you for an interview. Your email address will also be used to transmit your selection/non-selection letter.

_____ 12. Fulltime T32-Dual Status technicians must provide a memorandum with supervisor's contact information (name, department, phone number, email).

_____ 13. Request for Administrative reduction (If applicable).

_____ 14. Copy of Line scores for GT Score (MEPCOM 680 ADP) (Reclassing Only).

_____ 15. If reclassing, I understand that I will not be eligible for promotion until I become MOSQ as a 92Y.

Applicant Signature: _____

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT, OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED FOR CORRECTION SO LONG AS THE APPLICATION WAS SUBMITTED PRIOR TO DEADLINE. UP TO 24 HOURS MAY BE GIVEN FOR APPLICANTS TO CORRECT THE DEFICIENCIES AND RESUBMISSION. APPLICATIONS SUBMITTED AFTER DEADLINE WILL BE RETURNED WITHOUT ACTION OR CONSIDERATION.

POINT OF CONTACT: J1-AGR Branch at ng.nj.njarnj.list.jfhq-j1-army-agr@army.mil