



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

ARMY AGR NATIONWIDE VACANCY ANNOUNCEMENT NUMBER: 25-NW-VA-03

POSITION TITLE: Admin NCO

OPENING DATE: 4 April 2025

CLOSING DATE: 3 May 2025

DUTY STATION: 50th Chemical Company, 1060 Hamilton Street Somerset, NJ 08873

MOS: 74D

MILITARY GRADE: This announcement is open to applicants in the grades of E4-E5. Soldiers in the grade of E6 are welcome to apply but must accept voluntary reduction to E5 prior to accession to the AGR Program. Soldiers must be able to complete a 3-year tour prior to reaching sanctuary or retention control point.

AREA OF CONSIDERATION: Open to qualified Army National Guard Soldiers, Army Reserve Soldiers and Army Active Component Soldiers who possess the Military Grade, MOS, and are eligible to Interstate Transfer to the New Jersey Army National Guard.

SPECIAL REQUIREMENTS: Soldiers will be scheduled for the ARNG Basic HR & ADMIN Course at PEC within 12 months of assignment, unless already completed.

DUTY DESCRIPTION: Advises the Commander on logistics, training, personnel, and readiness requirements. Responsible for the input of Soldier ATRRS requests and ensures that Soldiers have met all course prerequisites prior to start date. Assists the Commander with the drafting of training schedules which comply with command guidance and directives and publications of higher HQ's, assists with the maintenance of the unit, and related training equipment and aids, supervises all internal and external ATRRS input and provides the Commander with weekly updates. Duties include managing the administrative functions (NOVAL, ETS reports, Separation Packets and Evaluation reports to include OER and NCOER). Include the following, but not limited to: Review, update, and input Soldier personnel data accurately in a timely fashion into IPPSA, IPERMS, and EES. Assist in maintaining and managing UMRs, Strength Reports and LOD's. Assist in preparing daily, weekly, monthly, quarterly, and annual personnel reports for submission to higher headquarters and staff elements. Must be able to get access and knowledge to all required Training and Human Resource systems: IPPS-A, IPERMS, DPRO, MEDPROS, MEDCHART, EES, DAMPS-ORDERS, DAMPS-OCOTCS, MARRS-N, DTMS, ATTRS, and MY UNIT PAY. Responsible for submitting and tracking numerous training support requests for Inactive Duty Training (IDT) and Annual Training (AT) missions.

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

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 able to obtain a Secret Security Clearance.



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GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must meet the medical qualifications of AR 40-501.
3. Applicant must have a current Physical Health Assessment (PHA) within 12 months of job announcement closing date 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 have a passing record ACFT, current within 6 months of job announcement closing date. Exceptions may be granted by the Chief, Enlisted Policy Division, Directorate of Military Personnel Management (DAPE-MPE).
9. Applicant must not be under suspension of favorable personnel actions.
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 an Active Duty Initial Tour.
13. Applicants who have been involuntarily separated from the AGR program are not eligible to re-enter the program within 36 months of release from active duty, unless an approved waiver has been issued by National Guard Bureau.

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 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 4 of this announcement**
3. Complete the AGR Vacancy Announcement Application Packet Checklist. (Pg. 3)
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/25-NW-VA-03/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.njarnq.list.ifhq-j1-army-agr@army.mil
5. Your packet must be received prior to midnight EST on the closing date: **3 May 2025**

POINT OF CONTACT: J1-AGR Branch: ng.nj.njarnq.list.ifhq-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. Selection Board Soldier Record Brief (SRB) certified within the past 30 days. **Please make sure you print the SRB 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 of the announcement closing date**). 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 record ACFT and HT/WT (**must be within 6 months of the announcement closing date**). Individual Training Report (ITR) will **not** be accepted. Provide memorandum for discrepancy. Provide a copy of your DA Form 5500/5501 if applicable.

_____ 6. Last 3 Evaluations (NCOER). **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. Provide a Security Clearance Verification Memorandum from your unit or Battalion DISS Manager (NACLC, Secret, etc.) **current within 30 days of the announcement closing date.**

_____ 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 qualification. 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. Request for Virtual Interview (Out of State Applicants Only)

_____ 13. Fulltime T32-Dual Status technicians must provide a memorandum with supervisor's contact information (name, department, phone number, email).

_____ 14. Request for Administrative reduction (If applicable).

Applicant Signature: _____

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED WITHOUT FURTHER CONSIDERATION.

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