



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

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 25-VA-01

POSITION TITLE: Human Resources Technician

OPENING DATE: 01 October 2024

CLOSING DATE: 31 October 2024

DUTY STATION: To be determined

MOS: 420A

AREA OF CONSIDERATION: This announcement is open to current AGR Enlisted Soldiers with an approved Pre-Determination Packet or Certificate of Eligibility for MOS 420A.

DUTY DESCRIPTION: Human Resource Technician manage functions which support the Army's Human Resource (HR) Personnel Management systems. HR Technicians perform duties as Chief of a Section in any HR Technical Operation at Major Subordinate Command (MSC) and Joint Force Headquarters levels. Monitors input into all primary HR Information Systems which include but are not limited to Integrated Personnel and Pay System (IPPS-A), IPERMS and RCAS. Must be proficient in and manage basic office automation (e.g. Word, Excel, PowerPoint, SharePoint, and MS Teams). Supervises military and civilian personnel on specialized administrative actions and related duties. Makes decisions based on a variety of information sources; interprets regulations to include deciphering PPOM, MILPER, ALARACT messages for individuals, subordinates, commanders, and directors. Initiates and prepares correspondence in response to requests for information, policy or guidance. Monitors and manages the full spectrum of HR for the Combatant Commander to include Strength Management, Postal, Casualty and Replacement Operations, and Reassignments. Duties could also include all types of orders processing, Awards, Evaluations, Promotions, DEERS/Rapids, Military Pay Functions, Sponsorship Program, Integrated Disability Evaluation System (IDES), In/Out processing functions and Records Management.

BOARD: 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. 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.

*****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 a secret clearance.

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. Applicant must be certified drug free.
5. Applicant must have been tested for HIV within the past 24 months.
6. Applicant must meet physical standards of AR 600-9.
7. Applicant must have a passing record ACFT current within 6 months. Exceptions may be granted by the Chief, Enlisted Policy Division, Directorate of Military Personnel Management (DAPE-MPE).
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants must be at least 18 years of age and not more than 55 years old.
10. Applicant must not be entitled to receive Federal Military Retired Pay.
11. Applicant must be able to serve at least 10 years on Active Duty.

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 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-VA-01/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 application packet must be received prior to midnight EST on the closing date: **31 October 2024**

POINT OF CONTACT: J1-AGR Branch at ng.nj.njarng.list.jfhq-j1-army-agr@army.mil. Please put J1-HRO, the Vacancy Announcement number, and your last name (J1-HRO/25-VA-01/Doe) 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 Enlisted Record Brief (ERB) certified **within the past 30 days.** (No DA Photo)

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

_____ 4. Individual Medical Readiness Form (**Physical Health Assessment date must be current 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 5 Evaluations (NCOER). **Personnel E5 and above who do not have 5 evaluations, must submit a memorandum explaining the circumstances.** Personnel without 5 Evaluations must submit letters of recommendation from his/her military leadership dated within 3 months of the Vacancy Announcement.

_____ 7. 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.**

_____ 8. 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.

_____ 9. All documents supporting your qualifications. This includes resume, civilian job evaluations and school transcripts.

_____ 10. 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.

_____ 11. Must provide a screenshot of an email sent to your Command (Commander and AO) informing them that you will be applying for this position.

_____ 12. Warrant Officer Pre-Determination Packet or Certificate of Eligibility for MOS 420A.

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. APPLICATIONS SUBMITTED AFTER DEADLINE WILL BE RETURNED WITHOUT ACTION OR CONSIDERATION.

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

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT**AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.**PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for State records. For organizational use only.**ROUTINE USES:** None.**DISCLOSURE:** Voluntary, however if not provided you will not be considered for the AGR program.

POSITION ANNOUNCEMENT #	POSITION TITLE		
NAME <i>(Last, First, Middle)</i>			DATE OF BIRTH <i>(yyyymmdd)</i>
CURRENT HOME ADDRESS <i>(Street, City, State, Zip Code)</i>			HOME PHONE OFFICE PHONE
DATE OF ENLISTMENT <i>(Enlisted)</i>	GRADE	MOS/SSI/AFSC	ETS DATE
DATE OF FEDERAL RECOGNITION <i>(Officer/WO)</i>	GRADE	BRANCH	MRD DATE
SECURITY CLEARANCE			

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS1. COLLEGE OR UNIVERSITY *(Accredited Colleges only, attach separate sheet(s) if necessary.)*

Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Chief Undergraduate Subject					
Chief Graduate Subject					

2. OTHER SCHOOLS OR TRAINING *(Vocational, Trade or Business)*

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS *(Examples - Special skills and qualifications, word processing speed (WPM), certifications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)***SECTION II - EMPLOYMENT HISTORY**May we contact your present employer regarding your character, qualification, and record of employment?
(A "NO" answer will not affect your consideration for employment.)CHECK ONE: ☐ YES ☐ NO

1. NAME AND ADDRESS OF CURRENT EMPLOYER		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER		NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING			

DESCRIPTION OF WORK *(Describe your specific responsibilities and accomplishments)*

SECTION II - EMPLOYMENT HISTORY (Continued)**OTHER EMPLOYMENT**

May we contact this employer regarding your character, qualification, and record of employment?
(A "NO" answer will not affect your consideration for employment.)

CHECK ONE: ☐ YES ☐ NO

2. NAME AND ADDRESS OF PRIOR EMPLOYER		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER		NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING			
DESCRIPTION OF WORK <i>(Describe your specific responsibilities and accomplishments)</i>				

SECTION III - MILITARY HISTORY**1. MILITARY SERVICE** *(Start with most recent service and show changes in grade and duty in reverse chronological order.)*

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING**FORMAL MILITARY SCHOOLING COMPLETED**

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS *(List any primary MOS/SSI which has been awarded on orders.)*

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED <i>(Service School, On the Job Training, Civilian Experience, etc.)</i>

4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES NO		(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach a separate sheet of paper if more space is necessary.
<input type="checkbox"/>	<input type="checkbox"/>	1. Within the last five years, have you been fired for any reason?
<input type="checkbox"/>	<input type="checkbox"/>	2. Within the last five years, have you quit a job after being notified that you would be fired?
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
<input type="checkbox"/>	<input type="checkbox"/>	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?
<input type="checkbox"/>	<input type="checkbox"/>	5. While in the military, have you ever been convicted by a General Court Martial?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the United States Government employ, in a civilian capacity or as a member of the Armed Forces, any relative of yours by blood or marriage?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been removed from military service due to unsuitability?
<input type="checkbox"/>	<input type="checkbox"/>	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?
<input type="checkbox"/>	<input type="checkbox"/>	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?
<input type="checkbox"/>	<input type="checkbox"/>	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
<input type="checkbox"/>	<input type="checkbox"/>	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including, but not limited to, relief from command in the past year?
<input type="checkbox"/>	<input type="checkbox"/>	13. Do you currently possess or is a report of suspension of favorable actions pending?
<input type="checkbox"/>	<input type="checkbox"/>	14. Have you voluntarily separated from the AGR Program in any State for one or more days within the past year? (ARNG Applicants Only)
<input type="checkbox"/>	<input type="checkbox"/>	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?
<input type="checkbox"/>	<input type="checkbox"/>	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by State Headquarters or Department of the Army Headquarters within the past 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	17. Have you met the minimum physical fitness requirements for each component as specified by AR 600-9 (Army) or AFI 36-2905 (Air Force)?

SECTION V - CONTINUATION/REMARKS

Use the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach separate sheet(s) of paper if more space is necessary.

SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE

DATE