



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

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 25-VA-05

POSITION TITLE: Readiness NCO

OPENING DATE: 22 October 2024

CLOSING DATE: 21 November 2024

DUTY STATION: HHC 250th Brigade Support Battalion, 1766 Teaneck Road Teaneck, NJ 07666

MOS: 92A

MILITARY GRADE: This announcement is open to personnel in the grades of E5-E6.

AREA OF CONSIDERATION: Current New Jersey Army National Guard Soldiers who possess the Military Grade and Duty MOS listed.

SPECIAL REQUIREMENTS: Will be scheduled for the Unit Readiness NCO Course at PEC within 12 months of reassignment, unless already completed.

DUTY DESCRIPTION: Performs continuous analysis and refinement of unit readiness and administrative data to ensure validity, currency, accuracy, and availability to battalion headquarters. Manages the military school program of the unit. Coordinates with higher headquarters to obtain quotas for personnel to attend schools. Monitors use of school quotas, training support man-days, and other training resources when they are allocated to the unit. Ensures school applicants are eligible to attend the schools and all prerequisites are met. Actively monitors and manages unit level readiness and training databases for the unit such as (but not limited to): ATRRS, DTMS, IPPS-A, AFAM, DTS, MARRS-N, DAMPS-Orders, and any/all operations, administrative and training platforms. Ensures the armory is properly cared for and safeguarded. Coordinates with the armorer to ensure the building is cleaned and ready for use. Maintains working relationships with local officials, clubs, etc., for a variety of purposes such as, armory security coordination with police, suitability investigations, armory rental, unit participation in celebrations; or, fund raising drives, and emergency operations and homeland security. Provides daily supervision of AGR Soldiers and dual status technicians assigned to the unit. Coordinates with higher level supervisors. Refers problems to the proper command level to be solved.

*****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 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 the medical qualifications of AR 40-501.



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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 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).
9. Applicant must not be under suspension of favorable personnel actions.
10. Applicants in grade E5 with more than 13 years of Active Service are not eligible.
11. Applicants must be at least 18 years of age and not more than 55 years old.
12. Applicant must not be entitled to receive Federal Military Retired Pay.
13. Applicant must be able to serve at least 3 years on an Active-Duty Initial Tour.
14. 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 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-05/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.jfhq-j1-army-agr@army.mil
5. Your packet must be received prior to midnight EST on the closing date: **21 November 2024**

POINT OF CONTACT: J1-AGR Branch: ng.nj.njarnq.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. 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 3 Evaluations (NCOER). **Personnel E5 and above 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 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).

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.njarnng.list.jfhq-j1-army-agr@army.mil