



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

**ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 25-VA-13**

**POSITION TITLE:** Training Officer

**OPENING DATE:** 11 April 2025

**CLOSING DATE:** 10 May 2025

**DUTY STATION:** HHT 1-102d Cavalry Regiment, 500 Rahway Avenue Westfield, NJ 07090

**AOC:** 19A

**Traditional Guardsmen (TDG) Applicants** – This position is open to members of the New Jersey Army National Guard in the grades of O1-O3. CPTs cannot have more than 2 years TIG. 2LTs and 1LTs must have Armor BOLC completed.

**Active Guard Reserve (AGR) Applicants** – This position is open to current New Jersey Army National Guard enlisted AGR Soldiers holding an Officer Candidate School (OCS) Certificate of Completion.

**SPECIAL REQUIREMENTS:** Selected individual will be scheduled for the Training Officer/Operations NCO Course at PEC within 12 months of accession into the AGR program, unless already completed. AGR applicants must complete BOLC within 12 months of assignment (18 months with wavier).

**DUTY DESCRIPTION:** Plans and assigns work to be accomplished by subordinates in a variety of unit functions. Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the commands readiness status. Formulates, oversees and evaluates the overall training programs for the command. Develops yearly and beyond training plans. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Prepares and submits annual budget requirements to higher headquarters based on yearly training guidance and training calendar. Prepares and provides guidance on training eligibility requirements. Directs scheduling and coordination for the use of training sites and facilities. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Serves as security coordinator for the command. Identifies requirements and justifies requests for supplies and services such as training areas, ammunition, rations, contract latrines, automation support, etc. Represents the National Guard in the community. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Performs other duties as assigned.

**\*\*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, sex, 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 40-51.
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-VA-13/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.ifhq-j1-army-agr@army.mil](mailto:ng.nj.njarng.list.ifhq-j1-army-agr@army.mil)
5. Your packet must be received prior to midnight EST on the closing date: **10 May 2025**

**POINT OF CONTACT:** J1-AGR Branch: [ng.nj.njarng.list.ifhq-j1-army-agr@army.mil](mailto:ng.nj.njarng.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 Enlisted/Officer Record Brief (ERB/ORB) 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/OER). **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 (NACLIC, 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](mailto:ng.nj.njarnng.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 QUALIFICATIONS**1. 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 <i>(Describe your specific responsibilities and accomplishments)</i>				

**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

