



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

****AMENDED****

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 25-VA-17

POSITION TITLE: Recruiting and Retention NCO

OPENING DATE: 02 July 2025

CLOSING DATE: 15 July 2025

DUTY STATION: Recruiting and Retention Battalion (RRB) in various duty locations throughout New Jersey

MOS: Immaterial

MILITARY GRADE: This announcement is open to personnel in grades E4-E6. All E4/SPC must be at least 21 years of age and have a minimum of 3 years TIS. Soldiers in the grade of E7 are welcome to apply but must accept a voluntary reduction to E6 prior to accession to the AGR Program.

****AS READS: AREA OF CONSIDERATION:** Open to qualified New Jersey Army National Guard Soldiers currently serving on One-Time Occasional Tour (OTOT) orders with RRB that have completed the Non-Career Recruiter Course (SQI4) and have completed 18 months of production recruiting.

****HOW CHANGED: AREA OF CONSIDERATION:** Open to qualified New Jersey Army National Guard Soldiers currently serving on One-Time Occasional Tour (OTOT) orders with RRB that have completed the Non-Career Recruiter Course (SQI4) and have completed 12 months of production recruiting.

SPECIAL REQUIREMENTS: (1) Must have completed favorable suitability screening and include last 12 months of productions report from Data Warehouse (1 July 2024-30 June 2025).

(2) Soldier will incur a three-year stabilization obligation to RRB and cannot request reassignment during this period.

(3) Soldier must convert to 79T within 36 months of assignment. Failure to convert to 79T within the established timeframe may result in termination from the AGR program.

Physical demands rating and qualifications for initial award of 79T MOS.

- (1) A physical demands rating of Moderate (Gold).
 - (a) Must possess manual dexterity in both hands.
 - (b) Frequently reviews documents and records/correspondence.
 - (c) Frequently engages in verbal conversation.
 - (d) Frequently sits for extended periods of time.
 - (e) Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile (waiver not authorized). Tattoos must be in compliance with AR 670-1.
- (2) A physical profile of 132221. Soldiers possessing a 3 in Upper Extremities must have prior MOS Administrative Retention Review (MAR2) clearance (waiver not authorized).
- (3) Qualifying scores.
 - (a). A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.



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(b) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Dead-lift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold).

(4) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10 and Army Regulations (AR) 601-280 and AR 135-18 as applicable.

DUTY DESCRIPTION: Serves as a production recruiter. Area canvases and telephone prospects to find leads, referrals, and prospects. Pre-qualifies referrals, prospects, leads, and/or current members to determine their eligibility for enlistment, re-enlistment or extension and updates records in Recruiter Zone (RZ). Schedules appointments and conducts sales interviews to obtain enlistment and retention interviews to retain current enlistments and gain re-enlistments, then updates records in Recruiter Zone. Counsels applicants on test results, (mental and physical), enlistment contracts, service obligations, incentives and benefits, initial entry training (IET) requirements and disqualification, and update record in RZ. Prepares Prior-Service (PS) and Non-Prior Service (NPS) enlistment packets in RZ and conducts a Military Entrance Processing Station (MEPS) pre-enlistment screening briefing as required. Prepares and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establishes and maintains a partnership with assigned units and assists the Commander and First Sergeant in executing the unit strength maintenance (SM) plan and attrition management program. Attend at least a portion of each multiple unit training assemblies (MUTA) for unit(s) supported. Distribute and display SM promotional items in the unit and community. Conduct interviews with Soldiers, family members, employers, and other key people to determine the effectiveness of current policies, unit training, ARNG benefit programs, and other initiatives and provide recommendations to unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information and answer questions. Provide trends and recommendations to unit leadership. Train first line leaders (FLL) in career planning, recommend available programs and options. Provide SM guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership with the following information. Explain ARNG opportunities to Soldiers and their families; research and explain available features, benefits, and entitlements. Use RZ to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use RZ to demonstrate work activity to allow higher echelons to validate RRC funding. Use RZ to maintain Prospect information, school program information, centers of influence (COI), very influential people (VIP), and unit member information as required. Assist in transfer, separation, and discharge requests. Assist and support the State NPS Recruit Sustainment Program (RSP). Operate Recruiter Temporary Reservation System (RTRS). Build and process waiver packets in accordance with (IAW) state and/or NGB SOP. Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS counseling when the Soldiers are not available during the scheduled UTAs. Work directly with unit administrative personnel to support/complete retention issues. Provide guidance to Soldiers entering and completing the RSP.

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



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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 Physical readiness, 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.

*****Army National Guard Recruiting and Training Cadre Screening*****

Reference: SMOM 19-009, Screening of Army National Guard Recruiting and Training Cadre

Note: All screening requirements for military personnel outlined in this SMOM must be met prior to appointment to a Recruiting or Training Cadre position. The Recruiting and Retention Battalion State Recruiting and Training Cadre Suitability representative will conduct screening. There are two screening phases, (Local/State and Centralized/Federal), which must be conducted consecutively. Appeals and rebuttals will be addressed at the conclusion of all phases. The applicant **MUST** have a favorable suitability screening completed.

Local/State Screening:

- (a) Soldiers must declare or update any issues, which may prevent them from being approved for appointment by completing HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire).
- (b) Conduct a search for the Soldier's name on the National Sex Offender Public Website (<http://www.nsopw.gov>). The RRC will print and sign a copy of the search results.
- (c) Current Periodic Health Assessment (PHA).
- (d) A medical record review to verify the Soldier has an Army Physical Profile Serial System code of 1 for psychiatric, and the records do not indicate any other derogatory information.
- (e) Commanders will verify with local security managers that all personnel nominated to designated positions have a favorable National Agency Check with Local Agency Check and Credit (NACLC), Tier 3 investigation or higher background investigation.
- (f) Commanders will complete all local screening requirements before submitting names for centralized screening.
- (g) The RRC will complete the HRR Form 601-1 (Recruiting and Training Cadre Suitability Checklist) for each Soldier performing recruiting and training cadre duties.

Centralized/Federal Screening:

- (a) This screening process begins once the local/state level screening process is complete and uploaded into the PASS, by the state representative. This process includes review of the Department of Army Inspector General (DAIG), Criminal Investigation Command, the Soldier's Official Military Personnel File (OMPF), and the Army Substance Abuse Program (ASAP). All four of these national level-screening results are checked against the list of disqualifying conditions as outlined in paragraph 1b.
- (b) Special Actions Personnel Division, (ARNG-HRP-R), will conduct the centralized screening checks, identify all personnel as having a Type I, Type II, or Type III offense, and forward the findings to the Strength Maintenance Recruiting Standards Branch (ARNG-HR 1), to notify the State.

****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, sexual orientation or national origin.



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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 40-51.
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 have a passing record ACFT/AFT. 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 12 years of Active Federal Service are not eligible.
11. Applicants must be at least 21 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 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/25-VA-17/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 application packet must be received prior to midnight EST on the closing date: **15 July 2025**

POINT OF CONTACT: J1-AGR Branch at ng.nj.njarnq.list.jfhq-j1-army-agr@army.mil. Please put J1-HRO, the Vacancy Announcement number, and your last name (J1-HRO/25-VA-17/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**. **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/AFT and HT/WT (**must be within 6 months of the closing date of the announcement**). An 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.** All 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 DISS Manager or J2 (NACLC, Secret, etc.) **current within 30 days**.

_____ 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. Provide documentation for favorable suitability screening.

_____ 13. Provide Data Warehouse (DWH) RRNCO History report for last 12 months (1 July 2024–30 June 2025).

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

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