



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

**ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 25-VA-18**

**POSITION TITLE:** Training & Operations NCO/Health Care Specialist

**OPENING DATE:** 1 August 2025

**CLOSING DATE:** 31 August 2025

**DUTY STATION:** Medical Readiness Detachment, 63 Camp Drive Sea Girt, NJ 08750

**MOS:** 68W, or eligible to reclass within 12 months

**RECLASS REQUIREMENTS:** *Physical demands rating and qualifications for initial award of MOS.* The Combat Medic must possess the following qualifications:

- (1) A physical demands rating of Significant (Gray).
- (2) A physical profile of 111121.
- (3) No aversion to blood
- (4) Must possess finger dexterity in both hands
- (5) Qualifying scores.

(a) A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.

**MILITARY GRADE:** This announcement is open to personnel in the grades of E5-E6. Soldiers in the grade of E6 are welcome to apply but must accept voluntary reduction to E5 prior to accession to the AGR Program if reclassing to 68W. Soldiers who are E6 and MOSQ as 68W will not need to reduce. Soldiers must be able to complete a 3-year tour prior to reaching sanctuary or retention control point.

**AREA OF CONSIDERATION:** Current members of the New Jersey Army National Guard who possess the Military Grade and Duty MOS listed, or eligible to reclass within 12 months.

**SPECIAL REQUIREMENTS:** Will be scheduled for the Training Officer/Ops NCO Course at PEC within 12 months of reassignment, unless already completed.

**DUTY DESCRIPTION:** Serves as a full-time medic as well as the Training and Operations NCO for MSC. Responsible for the maintenance of MSC training records, planning training and medical events; and the coordination, allocation and synchronization of resources. Prepares and provides guidance on training eligibility requirements for all medical specialties. Directs scheduling and coordination for the use of training sites, facilities and buildings. Duties include developing training schedules, scheduling military schools, system of record processing and management, submitting travel authorizations and vouchers and oversight of DTS records. Must have a working knowledge of, or be able to, obtain access to the following systems: DTMS, DTS, ATRRS, MARRS, RFMSS, TAMIS. Ensures all tasks and suspense for training and operations are updated on MSC Task Tracker and completed on time. Prepares consolidated organizational training



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assessment reports. Effectively monitors, communicates, and assists the operations staff in mission planning and execution of medical missions. Oversee PHA events, assists in medical capacity as needed. Maintains 68W certification, access for Medical Operational Data System (MODS), Medical Electronic Data for Care History and Readiness (MEDCHART), Medical Protection System (MEDPROS) and the 68W module, eMMPS for Line of Duty (LOD) tracking, and other applications as required for the MSC. Performs additional duties as assigned.

***\*\*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.\*\****

**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 eligible to receive 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 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 Active Duty.
14. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the AGR program within 36 months unless granted a waiver by the appropriate authority.



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**HOW TO APPLY:** Follow the steps below. Applicants are strongly encouraged to submit a 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 5 of this announcement.**
3. Complete the AGR Vacancy Announcement Application Packet Checklist. (Pg. 4)
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-18/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](mailto:ng.nj.njarng.list.jfhq-j1-army-agr@army.mil)
5. Your packet must be received prior to midnight EST on the closing date: **31 August 2025**

**POINT OF CONTACT:** J1-AGR Branch: [ng.nj.njarng.list.jfhq-j1-army-agr@army.mil](mailto:ng.nj.njarng.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 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 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 DISS Manager or J2 (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).

\_\_\_\_\_ 13. Request for Administrative reduction (If applicable).

\_\_\_\_\_ 14. Provide copy of line scores. Go to IPERMS to download copy of MEPCOM 680 ADP (reclassing only).

\_\_\_\_\_ 15. I understand that I will not be eligible for promotion until I become MOSQ as a 68W (reclassing only).

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 *(Describe your specific responsibilities and accomplishments)*

## OTHER 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 &amp; PHONE NUMBER

NUMBER OF EMPLOYEES YOU SUPERVISED

TYPE OF BUSINESS

YOUR REASON FOR LEAVING

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

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

MOS/SSI/AFSC

DATE AWARDED

INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On the Job Training, Civilian Experience, etc.)

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