



HEADQUARTERS NEW JERSEY NATIONAL GUARD
JOINT FORCE HEADQUARTERS NEW JERSEY
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600



J1

1 December 2008

MEMORANDUM FOR: Commanders of all Units of the NJARNG

SUBJECT: Memorandum of Instruction – AGR Selection Boards (J1-AGR MOI #01-2009)

1. **PURPOSE.** This MOI establishes policy and guidance for establishing and conducting all NJARNG AGR selection boards. Selection boards are used to determine the best qualified applicant for an AGR vacancy by thoroughly examining each applicant's credentials irrespective of race, color, religion, gender or national origin. Selection boards will be established by the appropriate Major Subordinate Command (MSC). Units without MSC (i.e. 63d Army Band, 444th PAD, etc.) will coordinate directly with the AGR Manager.

2. **REVIEW OF APPLICATIONS.** The J1 Staffing Section will ensure all applicants meet the basic eligibility criteria for initial entry into the AGR program IAW AR 135-18 and NGR 600-5. Disqualified applications will not be presented to the board. Soldiers with a disqualifying circumstance that is eligible for a waiver, will be noted accordingly, and may be conditionally evaluated by the board. The J1 Staffing Section will prepare a Qualification Checklist for each applicant. The checklist which will list any items requiring further review.

3. **ESTABLISHING THE BOARD.** The MSC will be notified by the AGR Manager when an announcement or an AGR Reassignment Opportunity has closed and all applications have been reviewed. The MSC will appoint the selection board by memorandum (Enclosure 1). The board president or his recorder will report to the J1 to sign for the applications. The board appointment memorandum and a list of interview questions must be provided to the AGR Manager prior to release of the board packet.

4. **BOARD COMPOSITION.** The selection board will be composed of three or four voting members and one non-voting recorder. Board members may be a mix of AGR or TDG personnel. All board members and the recorder must be present at all sessions. The board President will be the senior ranking officer or NCO. The non-voting recorder may be an officer, warrant officer or NCO.

5. **BOARD PRESIDENT RESPONSIBILITIES.** The board President is responsible for ensuring proper conduct of the selection board. Boards will be held in closed session(s). The President will establish the date and location of the board and is ultimately responsible for proper submission of the completed selection board packet. The President will also ensure:

- a. All voting members are senior in grade, TIG or by date of appointment to applicants.
- b. There is gender and minority representation within board membership if considering female or minority Soldiers. Gender and minority representation will be annotated on appointment memorandum.
- c. That no board members are related by marriage or blood to any applicant.

J1

SUBJECT: Memorandum of Instruction – AGR Selection Boards (J1-AGR MOI #01-2009)

6. **BOARD MEMBER RESPONSIBILITIES.** Members will fairly and impartially review and rate the packets of each applicant. An AGR Selection Rating Sheet (Enclosure 2) will be completed by every member for each applicant and will become a permanent part of the selection board packet.

7. **RECORDER RESPONSIBILITIES.** The selection board recorder is responsible for all administrative tasks connected with the board. This includes coordinating applicant appearances, ensuring that rating sheets are completed and totaled accurately, preparation of the AGR Selection Order of Merit List (Enclosure 3), submission of the completed selection board packet to J1, and any other administrative tasks directed by the board President.

8. **APPLICANT APPEARANCE BEFORE THE BOARD.**

a. Personal appearance of an applicant before the board is authorized but not required. The President of the board will determine if personal appearance is required. If one applicant is interviewed, all applicants must be afforded the same opportunity.

b. Applicants applying from out-of-state, or unavailable for personal appearance, may be interviewed via speakerphone or video conferencing.

c. No one is authorized to appear before the board on behalf of an applicant.

d. Applicants may submit a letter to the board calling attention to any matter or record that the individual feels is important in the consideration of his/her packet.


9. **COMPLETED SELECTION BOARD PACKET.** Upon adjournment, the recorder will ensure that the completed packet is safely returned to the AGR Manager. Loss of a selection packet will invalidate the board. The selection board packet will include all AGR Selection Rating Sheets and the signed AGR Selection Board Order of Merit List.

10. **BOARD RESULTS AND START DATES.** The selections made by a board will be considered close hold and will not be divulged by any board members pending applicant notifications by the J1. All start dates will be coordinated by the J1.

11. Point of Contact for this MOI is CW4 David B. Edwards, AGR Manager, (609) 562-0882.

3 Encls

1. Appointment Memorandum
2. Selection Rating Sheet
3. Selection Order of Merit List


SHAWN F. KEYES
J1-HRO

MSC LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR See Distribution

SUBJECT: Appointment of AGR Selection Board

1. Reference NGR 600-5, Chapter 2, dated 20 February 1990.
2. The following individuals are appointed to serve on the AGR Selection Board for Vacancy Announcement # _____.

<u>NAME</u>	<u>RANK</u>	<u>GENDER</u>	<u>MINORITY (Yes or No)</u>
-------------	-------------	---------------	-----------------------------

PRESIDENT:

MEMBERS:

RECORDER (w/out Vote):

3. Purpose: To create a nonpartisan panel to fairly and thoroughly examine applicant's credentials irrespective of race, color, religion, gender, or national origin. The Board will convene in closed session at the call of the President. The AGR Selection Board Packet will be completed IAW J1-AGR MOI #01-2009, dated 1 December 2008.
4. Special Instructions: The result of this board will be considered close hold and will not be divulged pending applicant notifications by the J1 Staffing Section. All start dates will be coordinated by the J1.

SIGNATURE BLOCK

DISTRIBUTION:
J1 AGR Manager
Board President
Each Board Member
Board Recorder

Enclosure 1 to J1-AGR MOI #01-2009 AGR Selection Boards

AGR PANEL EVALUATION RATING SHEET - INDIVIDUAL

APPLICANT _____ RANK _____ UNIT _____

PRESENT ASSIGNMENT _____ STATUS _____

VA # _____ POSITION/UNIT _____

EVALUATION FACTORS _____ SCORES _____

	PRES	MBR #1	MBR #2	MBR #3	MBR #4	TOTAL	AVERAGE
<u>MILITARY EDUCATION</u> <i>Award 0 to 20 points based on Military Education in relationship to position</i>							
<u>MILITARY EXPERIENCE</u> <i>Award 0 to 20 points based on Military Experience in relationship to position</i>							
<u>SOURCE OF MOS</u> <i>Award 0 to 10 points based on acquisition of MOS</i>							
<u>CIVILIAN EXPERIENCE</u> <i>Award 0 to 10 points based on Civilian experience in relationship to position</i>							
<u>HIGHEST CIVILIAN EDUCATION</u> NO DIPLOMA OR NO GED 0 DIPLOMA OR GED 1 ANY COLLEGE - NO DEGREE 3 ASSOCIATES DEGREE 5 BACHELORS DEGREE 7 BACHELORS +15 CREDITS 8 BACHELORS +30 CREDITS 9 MASTERS DEGREE & ABOVE 10							
<u>APPEARANCE EVALUATION</u> OUTSTANDING/EXCELLENT 6-10 GOOD/AVERAGE 1-5 BELOW AVERAGE 0							
<u>EER/OER EVALUATION</u> SUCCESSFUL 6-10 FAIR 1-5 POOR 0							
<u>POTENTIAL FOR POSITION</u> OUTSTANDING/EXCELLENT 6-10 GOOD/AVERAGE 1-5 BELOW AVERAGE 0							
<u>RESPONSE TO QUESTIONS</u>							
<u>REMARKS</u>							

PRESIDENT _____ MEMBER #1 _____

MEMBER #2 _____ MEMBER #3 _____

MEMBER #4 _____ RECORDER (NON-VOTE) _____

DATE _____

FINAL SCORE _____

AGR SELECTION BOARD ORDER OF MERIT LIST

BOARD DATE: _____ VA# _____

POSITION: _____ DUTY LOCATION: _____

NUMBER OF CANDIDATES: _____

<u>NAME</u>	<u>RANK</u>	<u>MOS/BRANCH</u>
-------------	-------------	-------------------

ORDER OF MERIT LIST

#1 BEST QUALIFIED CANDIDATE: _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

Signature, Board President

Signature, The Adjutant General
Approval