



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

**ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 19-49**

**POSITION TITLE:** SUPPLY NCO

**OPENING DATE:** 16 April 2019

**CLOSING DATE:** 16 May 2019

**DUTY STATION:** HHC 104<sup>th</sup> Brigade Engineer Battalion, Port Murray NJ 07865

**MOS:** 92Y30 or Applicants Eligible to Reclassify

This position is open to MOS qualified members of the New Jersey Army National Guard and Soldiers willing to reclassify to the required MOS. To reclassify, Soldiers must have a minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002; a minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004; a minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. Non-MOSQ applicants must become qualified within 12 months.

**MILITARY GRADE:** This announcement is open to personnel in grade SGT/E5 to SSG/E6.

**AREA OF CONSIDERATION:** Current New Jersey AGR Soldiers who possess the Military Grade and Duty MOS listed or applicants eligible to reclass.

**DUTY DESCRIPTION:** Serves as the Supply Sergeant for HHC 104<sup>th</sup> Brigade Engineer Battalion. Selected individual will be responsible for overseeing, evaluation and processing all Logistics related matters for the Headquarter and Headquarter Company. As the unit supply sergeant individual supervises or performs duties involving requests, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment; Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turn-in organization and installation supplies and equipment. Operate unit level computers (ULC). Prepare all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and Ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Provide technical guidance to lower grade personnel. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual is responsible for posting all transactions to property books and supporting documents files. Coordinates with company and battalion personnel to insure that equipment and supplies are available and ready for events and other training activities as scheduled. Performs operator duties and unit level maintenance functions on assigned computer systems and equipment (G-Army, PBUSE, DTS, RCAS, etc.). Provides assistance and guidance in the preparation for and execution of unit training and mobilization readiness related activities. Must be willing to attend all required schools, courses, and events that support unit activities. Performs all other duties as assigned.

**\*\*IF SELECTED FOR THIS REASSIGNMENT OPPORTUNITY, YOU WILL INCUR A TWO YEAR SERVICE OBLIGATION TO THIS POSITION AND ARE PRECLUDED FROM BIDDING ON OTHER ANNOUNCEMENTS DURING THAT TIME\*\***



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**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:** Must have a secret clearance.

**HOW TO APPLY:** Follow the steps below and click on the hyperlinks for the necessary documents:

1. Ensure that you meet the [Reassignment Eligibility Requirements](#) on page 2.
2. Complete the AGR Reassignment Opportunity Application [Checklist](#) on page 3.
3. 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 reassignment opportunity number and your last name. Email your packet in a single PDF document to the following address: [nj.njarnq.mbx.nj-job-submission@mail.mil](mailto:nj.njarnq.mbx.nj-job-submission@mail.mil)
4. Your application packet must be received prior to midnight EST on the closing date.

**POINT OF CONTACT:** J1-AGR Branch Phone: (609) 562-0862 or (609) 562-0863  
Email: [nj.njarnq.mbx.nj-job-submission@mail.mil](mailto:nj.njarnq.mbx.nj-job-submission@mail.mil)

**General Reassignment Opportunity (RO) Eligibility Requirements:**

1. Applicant must meet the grade, MOS, or be eligible to re-class.
2. Applicant must have a current Physical Health Assessment (PHA) on file.
3. Applicant must have successfully passed the APFT within the past six months unless on Temporary Profile.
4. Soldiers currently under a Suspension of Favorable Personnel Actions (FLAG) are not eligible to apply.



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I, \_\_\_\_\_, confirm that the following items have been provided in my AGR Reassignment 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. Enlisted Record Brief (ERB) certified within the past 30 days.
- \_\_\_\_\_ 3. Current PHA. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).
- \_\_\_\_\_ 4. Official DA photograph or a snapshot of you in ASU uniform from head to jacket hem.
- \_\_\_\_\_ 5. Current DA Form 705 (Army Physical Fitness Score Card) taken within the past 6 months unless on Temporary Profile. Please attach a copy of Temporary Profile.
- \_\_\_\_\_ 6. Last 5 NCOER. Personnel who do not have 5 NCOER, must submit a memorandum explaining the circumstances. Newly promoted Soldier must submit a letters of recommendation from his/her military leadership. Letters of recommendation must be dated within 3 months of the Reassignment Opportunity.
- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts.
- \_\_\_\_\_ 9. 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.
- \_\_\_\_\_ 10. Must provide a signed memorandum from the AO/Fulltime supervisor stating, they are aware of the request for reassignment.
- \_\_\_\_\_ 11. Proof of line scores for Non-MOS Qualified Soldiers.

Applicant Signature: \_\_\_\_\_

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED WITHOUT FURTHER CONSIDERATION.

POINT OF CONTACT: J1-AGR Branch at (609) 562-0862 or (609) 562-0151.