



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

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 20-VA-03

POSITION TITLE: Human Resource Sergeant

OPENING DATE: 19 November 2019

CLOSING DATE: 19 December 2019

DUTY STATION: Joint Force Headquarters, J1-HRO, JBMDL, NJ 08640

MOS: 42A

MILITARY GRADE: This announcement is open to personnel in the grade of E6.

AREA OF CONSIDERATION: Current members of the New Jersey Army National Guard who possess the Military Grade listed.

DUTY DESCRIPTION: This position is located in the J1-HRO servicing Army AGR and Technician personnel. Applicant will be responsible for the verification, approval and processing of Defense Travel System (DTS) for all AGR and Technician personnel. Manages and tracks AGR and Technician for in-house, resident, distributive learning, and distance learning courses. Incumbent plans, develops and administers specialized area-wide human resources and career development programs such as supervisor, management, and executive development programs. Ensures programs are in compliance with National Guard Bureau (NGB), Department of Defense (DoD), Office of Personnel Management (OPM) guidelines, policies, regulations, and statutory requirements. Manages the AGR Professional Development Program (PDP) and tracks the 18 month stabilization periods of AGR personnel hired under the auspices of the Entry Level AGR Hiring Plan (ELAHP) This position requires extensive experience Microsoft Office products, the Technician Program, AGR Manning and the intricacies of DTS. Responsible for assigned special projects.

*****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, gender, sexual orientation or national origin.

REQUIRED SECURITY CLEARANCE: Applicants must have SECRET Clearance.

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. Applicant must be certified drug free.
5. Applicant must have been tested for HIV within the past 24 months.
6. Applicant must meet physical standards of AR 600-9.
7. Applicant must not be under suspension of favorable personnel actions.



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8. Applicants must be at least 18 years of age and not more than 55 years old.
9. Applicant must not be entitled to receive Federal Military Retired Pay.
10. Applicant must be able to serve at least 10 years on Active Duty.

HOW TO APPLY: Follow the steps below:

1. Ensure that you meet the Basic Eligibility Requirements. (See below)
2. Complete the AGR Vacancy Application Packet Checklist. (Pg. 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 Vacancy Announcement number, and your last name. Email your packet in a **single PDF document** to the following address:
amanda.r.siegman.mil@mail.mil or **stefanie.l.bobko.mil@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) 562-0134 or (609) 562-0905
Email: **amanda.r.siegman.mil@mail.mil** or **stefanie.l.bobko.mil@mail.mil**



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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. Enlisted Record Brief (ERB) certified within the past 30 days.
- _____ 3. Current NGB Form 23-B (Retirement Points History Statement).
- _____ 4. Individual Medical Readiness Form (Physical Health Assessment date must be within 12 months). Log into AKO, Self Service Tab, My Medical Readiness, click the MEDPROS picture and it will direct you to the MEDPROS link. Click IMR Record under Forms.
- _____ 5. Official DA photograph or a snapshot of you in ASU uniform from head to jacket hem.
- _____ 6. Screenshot of Digital Training Management System (DTMS) of the APFT and HT/WT taken within the past 6 months. Log into AKO, Click on "MT2: MY Training" Tab, Click on "Physical Training" tab in DTMS box, print screen. Provide a copy of your DA 5500/5501 if applicable.
- _____ 7. Last 3 NCOERs. Personnel who do not have 3 NCOERs, must submit a memorandum explaining the circumstances. Newly promoted Soldiers must submit a letters of recommendation from his/her military leadership. Letters of recommendation must be dated within 3 months of the Vacancy Announcement Opportunity.
- _____ 8. All DD Forms 214, substantiating every period of Active Duty Service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).
- _____ 9. JPAS Statement (Evidence of Security Clearance).
- _____ 10. 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.
- _____ 11. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts.
- _____ 12. 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.
- _____ 13. Fulltime technicians must provide a signed memorandum from the fulltime supervisor stating he/she is aware of the applicant's submission.

Applicant Signature: _____

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

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