



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

**ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 19-56**

**POSITION TITLE:** Medical NCO

**OPENING DATE:** 30 May 2019

**CLOSING DATE:** 28 June 2019

**DUTY STATION:** 1-150th AHB, Lakehurst, NJ 08733

**MOS:** 68W

**MILITARY GRADE:** This announcement is open to personnel in the grade of E5 to E6.

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

**DUTY DESCRIPTION:** Serves as the Medical Readiness sergeant at the 1-150th AHB. Assists in medical processing of Battalion personnel for readiness, deployment, and other medical requirements. Compile and summarize reports for analysis through the use of multiple computer systems such as MEDPROS, Aeromedical (AERO), Medical Operational Data System, MEDCHART, Line of Duty processing and Eprofile. Liaison and coordinate with MSC and MEDCOM for Battalion training. Maintain and manage flight medical records for all individuals on flight status throughout the state. Maintain readiness for Aviation Resource Management Survey (ARMS). Senior Medical Sergeant supervising all Battalion medics on the regular drill weekend ensuring all section members are proficient in medical operations. Responsible for conducting section training and NCOPD as well as maintaining a high level of proficiency in key tasks as a Medic. Manage, review and verify all unit training schedules in DTMS within the Battalion. Manages the Battalion's school program by being proficient with ATRRS and AFAM. Reviews all unit RNCO's ATRRS applications for accuracy and ensures applications are processed in a timely manner. Tracks and manages all RFO requests through AFCOS for schools, additional training, annual training and other operations. Level 10 approval authority in the travel system, DTS. Manages and reviews all travel for Battalion personnel in DTS. Ensures all Soldiers have pay and travel orders for schools and authorizations and vouchers are entered correctly into DTS per travel office policy.

**\*\* 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 or be eligible to receive a SECRET Clearance. Failure to acquire a clearance is grounds for termination from the AGR Program.



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**HOW TO APPLY:** Follow the steps below:

1. Ensure that you meet the Basic Eligibility Requirements. (See below)
2. Complete the AGR Reassignment Opportunity 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 reassignment opportunity number and your last name. Email your packet in a single PDF document to the following address:  
[ng.nj.njarng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarng.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) 562-0208 or (609) 562-0905  
Email: [ng.nj.njarng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarng.mbx.nj-job-submission@mail.mil)

**GENERAL ELIGIBILITY REQUIREMENTS:**

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must meet the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA) 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 not be under suspension of favorable personnel actions.
9. Applicants in grade E5 with more than 13 years of Active Service are not eligible.
10. Applicants must be at least 18 years of age and not more than 55 years old.
11. Applicant must not be entitled to receive Federal Military Retired Pay.
12. Applicant must be able to serve at least 3 years on Active Duty.
13. Applicants who have 15 or more years of Active Duty Service require a waiver from NGB prior to accession to the AGR Program.
14. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from the date of REFRAD.
15. 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 program.



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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 taken within the past 6 months (See Readiness NCO). Provide a copy of your DA 5500/5501 if applicable.

\_\_\_\_\_ 7. 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 Vacancy 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.

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) 562-0208 or (609) 562-0905.**