



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

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 19-77

POSITION TITLE: Training Officer

OPENING DATE: 05 September 2019

CLOSING DATE: 30 September 2019

DUTY STATION: Various location throughout New Jersey

MOS: Immaterial

AREA OF CONSIDERATION: This position is open to current NJARNG ENLISTED AGR SOLDIERS holding an Officer Candidate School (OCS) Certificate of Eligibility.

DUTY DESCRIPTION: Plans and assigns work to be accomplished by subordinates in a variety of unit functions. Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Formulates, oversees and evaluates the overall training programs for the command. Develops yearly and longer training plans. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Prepares and submits annual budget requirements to higher headquarters based on yearly training guidance and training calendar. Prepares and provides guidance on training eligibility requirements. Directs scheduling and coordination for the use of training sites and facilities. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Serves as security coordinator for the command. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Represents the National Guard in the community. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Performs other duties as assigned.

BOARD: Applicants who meet the basic eligibility requirements will appear before a hiring board and receive a numerical rating based upon the interview, their application, their experience and potential. Applicants meeting the minimum point value for accession into the AGR Program will be ranked on an Order of Merit List (OML). When a vacancy becomes available, the applicant with the highest score will be offered the position. If declined, the vacancy will be offered to the next applicant on the list. Selection Lists will remain active until exhausted or deemed obsolete by the HRO.

Applicants on the OML are responsible for maintaining their basic eligibility for accession to the AGR Program. This includes maintaining passing scores on subsequent Army Physical Fitness Tests (APFT), adhering to the weight standards of AR 600-9, maintaining a civilian driver's license and a current Physical Health Assessment. Failure to maintain standards causes delays in AGR accession and may be cause for removal from the OML.

**** 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.****



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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: Applicants must have or be eligible to receive a SECRET Clearance. Failure to acquire a clearance is grounds for termination from the AGR Program.

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 addresses:
amanda.r.siegman.mil@mail.mil
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

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. 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.
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.



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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) verified 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 (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) 562-0134 or (609) 562-0905.