



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

**ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 19-81**

**POSITION TITLE:** Human Resource Sergeant

**OPENING DATE:** 12 September 2019

**CLOSING DATE:** 12 October 2019

**DUTY STATION:** Various location throughout Southern New Jersey. Possible duty location include Atlantic City, Blackwood, Bordentown, Cape May Courthouse, Cherry Hill, Hammonton, Joint Base McGuire-Dix-Lakehurst, Lawrenceville, Mount Holly, Sea Girt, Tuckerton, Vineland, Woodbury and Woodstown.

**MOS:** 42A or Applicants eligible to reclassify.

**AREA OF CONSIDERATION:** This position is open to MOS Qualified and Non-MOS Qualified Members of the New Jersey Army National Guard. Non-MOS Qualified Soldiers must reclassify to the required MOS. To reclassify, Soldiers must have the following minimum scores on the Armed Services Vocational Aptitude Battery (ASVAB):

1. Score of 95 in aptitude area CL on tests administered prior to 2 January 2002.
2. Score of 92 in aptitude area CL on tests administered on and after 2 January 2002 and prior to 1 July 2004.
3. Score of 90 in aptitude area CL on tests administered on and after 1 July 2004.
4. Score of 100 in aptitude area GT required for Soldiers enlisting 1 September 2015 and later.

**\*\*Non-MOSQ applicants must attend first available school date to reclassify\*\***

**MILITARY GRADE:** This announcement is open to personnel in grades E4 or E5. Soldiers in the grade of E6 or higher are welcome to apply but must accept voluntary reduction to E5 prior to accession to the Active Guard Reserve (AGR) Program.

**DUTY DESCRIPTION:** Duties include managing the Administrative functions (NOVAL, ETS reports, Separation Packets and Evaluation reports to include OER and NCOER). Include the following, but not limited to: Review, update, and input Soldier personnel data accurately in a timely fashion into SIDPERS, MILPO, IPERMS, and RCAS and EES. Assist in maintaining and managing UMRs, Strength Reports and LOD's. Assist in preparing daily, weekly, monthly, quarterly, and annual personnel reports for submission to higher headquarters and staff elements. Discusses benefits and entitlements, career and bonus programs, educational, retirement and other benefits. Must have access to all required HR systems: SIDPERS, MILPO, IPERMS, RCAS, DPRO, MEDPROS, MEDCHART, EES and MY UNIT PAY. Attendance is required at appropriate workshops and seminars to enhance duty performance. Performs additional duties as assigned.

**ELAHP:** This vacancy announcement is issued under the New Jersey Army National Guard Entry Level AGR Hiring Plan (ELAHP).

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



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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 who live more than 50 miles from the duty location of the job offered, may decline the position and remain on the OML, to be offered the next available position. If the applicant lives within the 50 mile radius and declines the position, he/she will be removed from the OML.

Applicants on the OML may be offered interim employment with Active Duty for Special Work (ADSW) funds, Temporary AGR tours, or Temporary Technician status until such time as budget constraints allow for accession as an AGR Soldier. Applicants terminated for cause, or who resign in lieu of disciplinary actions, while performing duty in this interim status will be removed from the OML.

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.

All applicants must have a Secret Security Clearance. Loss of an existing security clearance, or denial of a requested clearance, is grounds for removal from the OML.

Applicants who have received a Letter of Reprimand, Article 15, involuntary reduction, or voluntary reduction, or resignation from employment, in lieu of other disciplinary actions, within the past 36 months, are not eligible for accession under ELAHP and will be removed from the OML. An applicant's failure to disclose these actions, prior to accessioning, will be grounds for removal for cause, when discovered.

Applicants who are terminated from any previous employment for cause, within the past 36 months prior to accessioning, are not eligible for accession under ELAHP and will be removed from the OML. An applicant's failure to disclose a previous termination, prior to accessioning, will be grounds for removal for cause when discovered.

***\*\*BE ADVISED THAT ACCEPTANCE OF THIS AGR POSITION 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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**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 in grade E5 with more than 13 years of Active Service are not eligible.
9. Applicants must be at least 18 years of age and not more than 55 years old.
10. Applicant must not be entitled to receive Federal Military Retired Pay.
11. Applicant must be able to serve at least 3 years on Active Duty.
12. Applicants who have 15 or more years of Active Duty Service require a waiver from NGB prior to accession to the AGR Program.
13. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from the date of REFRAD.
14. 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.

**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. 4)
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](mailto:amanda.r.siegman.mil@mail.mil)  
[stefanie.l.bobko.mil@mail.mil](mailto: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](mailto:amanda.r.siegman.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) 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 3 NCOER. Personnel who do not have 3 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.
- \_\_\_\_\_ 13. Copy of Line Scores (only applicable 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) 562-0134 or (609) 562-0905.**