



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

ARMY AGR VACANCY ANNOUNCEMENT NUMBER: 20-VA-01

POSITION TITLE: Training NCO

OPENING DATE: 10 October 2019

CLOSING DATE: 12 November 2019

DUTY STATION: HHC 1-150th Assault Helicopter Battalion, Lakehurst, NJ 08733 **MOS:** 15P

AREA OF CONSIDERATION: This position is open to MOS Qualified Members of the New Jersey Army National Guard in the grade of E5.

MILITARY GRADE: This announcement is open to personnel in grade 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: Serves as the assistant Battalion training and flight operations sergeant at the 1-150th AHB. Ensures compliance with command guidance, directives, as well as the publications and policies of higher headquarters in accordance with ADP 7-0, AR 350-1 and appropriate aviation regulations. Compile and summarize reports for analysis through the use of multiple computer systems. Proficient in the use of Microsoft office and AR 25-50. Manage, review and verify all unit training schedules in DTMS within the Battalion. Ensures all training and operations are scheduled and resourced in accordance with timelines established by regulation and higher Headquarters. 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. Develops long-range school plans with the use of AFAM and assists unit's in the projection of OES, NCOES, DMOSQ and ASI requirements. Tracks and manages all RFO requests through AFCOS for schools, additional training, annual training and other operations. Assists with Battalion budget planning and manages funding allocations to subordinate units. 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. Forecasts and requests ammunition requirements for all subordinate units through TAMIS. Manages and tracks security clearances for all subordinate units in JPAS. Assists Battalion Training NCO with CUSR status and input. Senior Flight Operations Sergeant supervising all Flight Operations Specialists on the regular drill weekend ensuring all section members are proficient in aviation operations and the use of CAFRS. Responsible for conducting section training and NCOPD as well as maintaining a high level of proficiency in key tasks as a Flight Operations NCO. Maintains a strong ethical and moral compass to protect the Commander and US Government property and funds. Attends all unit training assemblies and performs other duties as assigned.

*****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 a SECRET Clearance. Failure to retain 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.
2. Complete the AGR Vacancy Application Packet Checklist below.
3. 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 addresses: anthony.j.crispaldi.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) 562-0208 or (609) 562-0905



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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. A current DA 705 (Army Physical Fitness Score Card) APFT and HT/WT taken within the past 6 months. 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. 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.**

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