



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

ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 22-RO-07

POSITION TITLE: Active Guard/Reserve (AGR) Branch NCOIC

OPENING DATE: 03 November 2021

CLOSING DATE: 17 November 2021

DUTY STATION: JFHQ-J1-HRO-AGR Branch, 3650 Saylors Pond Road, JBMDL, NJ 08640

MOS: 42A

MILITARY GRADE: This announcement is open to personnel in the grade of E8.

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

DUTY DESCRIPTION: NCOIC responsible to supervise continual day-to-day routine functions of the J1 AGR Branch. Primary duties are to manage and maintain AGR tour continuations, REFRAD packets, create and sign DD Form 214s, and all AGR pay reports. Processes AGR retirements (medical and regular), including reviewing RPAM statements for accuracy and be able to explain to AGR Soldiers how to read an RPAM. Requests AGR PCS funds from NGB and processes PCS orders. Advises Senior Leadership on Enlisted AGR strength and promotions. Conducts briefings at various locations (may include SDOs and weekends) for retirements, AGR in-processing, AGR management, AGR mobilization out-processing/reconstitution, etc. Communicates with outside organizations such as NGB, HRC, DFAS, etc. Advisor to State Command Sergeant Major on all enlisted promotions and assignments. Include the following duties, but not limited to: creating, reviewing, and approving orders for AGR Soldiers in Full Time Support Management Control System (FTSMCS), reviewing/inputting data in IPPSA, MILPO, IPERMS, RCAS, managing AGR strength reports, and reviewing/approving job announcements. Must be able to obtain access and/or have knowledge to the following HR systems: IPPSA, MILPO/RCAS, FTSMCS, IPERMS, G1 Portal, TRANSPROC. Performs additional duties as assigned.

*****IF SELECTED FOR THIS REASSIGNMENT OPPORTUNITY, YOU WILL INCUR A TWO YEAR STABILIZATION OBLIGATION TO THIS POSITION AND ARE PRECLUDED FROM BIDDING ON OTHER ANNOUNCEMENTS DURING THAT TIME*****

***** 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: Must have a secret clearance.



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GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the grade and MOS requirements of the RO.
2. Applicant must have a current Physical Health Assessment (PHA) within 12 months on file.
3. Soldiers currently under a Suspension of Favorable Personnel Actions (FLAG) are not eligible to apply.

HOW TO APPLY: Follow the steps below

1. Ensure that you meet the Basic Eligibility Requirements. (See below)
2. NGB Form 34-1 Application for AGR Position: **See page 4 of this announcement**
3. Complete the AGR Reassignment Opportunity Application Packet Checklist. (Pg. 3)
4. 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: **WE WILL NOT ACCEPT PACKETS THAT ARE ADOBE PORTFOLIOS. THE PDF MUST BE PRINTED AND SCANNED INTO ONE SINGLE DOCUMENT** and forwarded to the following Email: **nq.nj.njarnq.list.ifhq-j1-army-agr@mail.mil**
5. Your application packet must be received prior to midnight EST on the closing date: **17 November 2021**

POINT OF CONTACT: J1-AGR Branch: **nq.nj.njarnq.list.ifhq-j1-army-agr@mail.mil**. Please put announcement number in subject line of email.



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AGR REASSIGNMENT CHECKLIST

I, _____, confirm that the following items have been provided in my AGR Reassignment 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 Reassignment 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. **Please make sure you print the ERB without the DA Photo.**

_____ 3. Individual Medical Readiness Form (Physical Health Assessment date must be within 12 months). To access MEDPROS go to <https://medpros.mods.army.mil/MEDPROSNew/secure/medical/imr2.aspx>. Click on "Your Individual MEDPROS Record. Under "Forms" click on IMR Record.

_____ 4. Screenshot of Digital Training Management System (DTMS) of the current HT/WT. Provide a screenshot of your DTMS HT/WT from your Readiness NCO. Provide memorandum for discrepancy. Provide a copy of your DA 5500/5501 if applicable.

_____ 5. 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 Reassignment Opportunity.

_____ 6. 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.

_____ 7. Must provide a memorandum with supervisor's contact information (name, department, phone number, email).

_____ 8. Must have a current Security Clearance. Provide a copy of your JPAS Statement.

_____ 9. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts.

_____ 10. Required 365 Microsoft Teams Email Username _____.

_____ 11. 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 ng.nj.njarng.list.jfhq-j1-army-agr@mail.mil