



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

ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 22-RO-08

POSITION TITLE: Senior Human Resources NCO

OPENING DATE: 05 November 2021

CLOSING DATE: 19 November 2021

DUTY STATION: 254th Regional Training Institute, Sea Girt, NJ 08750

MOS: 42A40

MILITARY GRADE: This announcement is open to personnel in the grade of E7.

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

DUTY DESCRIPTION: Manages and supervises day-day functions of the S1 Human Resource matters at a Brigade level headquarters. Determines emphasis of routine workflow to meet suspense's for Enlisted Personnel actions IAW applicable regulations, HRC and NGB policies and NJARNG guidance. Supervises, analyzes, and processes documents from subordinate units: examines source documents received from unit level to verify accuracy and completeness processing into IPPSA and IPERMS database. Provides guidance to subordinates, peers and supervisors and maintain the unit's overall readiness and monitor's the unit's current combat capabilities.

*****IF SELECTED FOR THIS REASSIGNMENT OPPORTUNITY, YOU WILL INCUR A TWO YEAR SERVICE 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.

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.



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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: **ng.nj.njarnq.list.jfhq-j1-army-agr@mail.mil**
5. Your application packet must be received prior to midnight EST on the closing date: **19 November 2021**

POINT OF CONTACT: J1-AGR Branch: **ng.nj.njarnq.list.jfhq-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

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT**AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.**PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for State records. For organizational use only.**ROUTINE USES:** None.**DISCLOSURE:** Voluntary, however if not provided you will not be considered for the AGR program.

POSITION ANNOUNCEMENT #	POSITION TITLE		
NAME (Last, First, Middle)			DATE OF BIRTH (yyyymmdd)
CURRENT HOME ADDRESS (Street, City, State, Zip Code)			HOME PHONE OFFICE PHONE
DATE OF ENLISTMENT (Enlisted)	GRADE	MOS/SSI/AFSC	ETS DATE
DATE OF FEDERAL RECOGNITION (Officer/WO)	GRADE	BRANCH	MRD DATE
SECURITY CLEARANCE			

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS

1. COLLEGE OR UNIVERSITY (Accredited Colleges only, attach separate sheet(s) if necessary.)

Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Chief Undergraduate Subject					
Chief Graduate Subject					

2. OTHER SCHOOLS OR TRAINING (Vocational, Trade or Business)

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS (Examples - Special skills and qualifications, word processing speed (WPM), certifications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)

SECTION II - EMPLOYMENT HISTORYMay we contact your present employer regarding your character, qualification, and record of employment?
(A "NO" answer will not affect your consideration for employment.)CHECK ONE: YES NO

1. NAME AND ADDRESS OF CURRENT EMPLOYER	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER	NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING		
DESCRIPTION OF WORK (Describe your specific responsibilities and accomplishments)			

SECTION II - EMPLOYMENT HISTORY (Continued)

OTHER EMPLOYMENT

May we contact this employer regarding your character, qualification, and record of employment?
 (A "NO" answer will not affect your consideration for employment.)

CHECK ONE: YES NO

2. NAME AND ADDRESS OF PRIOR EMPLOYER	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	

TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER	NUMBER OF EMPLOYEES YOU SUPERVISED
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TYPE OF BUSINESS	YOUR REASON FOR LEAVING
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DESCRIPTION OF WORK *(Describe your specific responsibilities and accomplishments)*

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE *(Start with most recent service and show changes in grade and duty in reverse chronological order.)*

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING

FORMAL MILITARY SCHOOLING COMPLETED

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS *(List any primary MOS/SSI which has been awarded on orders.)*

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED <i>(Service School, On the Job Training, Civilian Experience, etc.)</i>

4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

