



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

****CANCELED****

ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 24-RO-16

POSITION TITLE: Human Resources NCO

OPENING DATE: 16 April 2024

CLOSING DATE: 29 April 2024

DUTY STATION: J1-DOMOPS, 131 Eggert Crossing Road Lawrenceville, NJ 08648

MOS: 42A

MILITARY GRADE: This announcement is open to personnel in the grade of E6.

AREA OF CONSIDERATION: Current New Jersey Army National Guard AGR Soldiers who possess the military grade and duty MOS listed.

SPECIAL REQUIREMENTS: Will be scheduled for the ARNG Basic HR & ADMIN Course at PEC within 12 months of reassignment, unless already completed. Microsoft Office and Teams proficiency. Must complete FEMA courses: IS-075, IS-100, IS-200, IS-700, IS-800, and IS-2900 within 12 months of reassignment, unless already completed.

DUTY DESCRIPTION: Responsible for maintaining continual administrative day-to-day routine functions of the J1-DOMOPS in the Joint Staff, to include managing administrative functions such as ETS, Retirement Packets, Evaluation Reports, accountability, and personnel cost analysis for missions. This also includes, but not limited to, input of Soldier personnel data accurately in a timely fashion into IPPS-A, iPERMS, RCASWeb, and EES. Assist with the maintenance and management of the UMR. Assist with preparation of reports and presentations for daily, weekly, monthly, quarterly, and annual personnel reports for submission to higher headquarters and NGB. Must be able to get access and have knowledge of all required HR systems: IPPS-A, iPERMS, RCASWeb, Leave Tracker, TRANSPROC, DPRO, MEDPROS, and EES. Attendance may be required at appropriate workshops to enhance duty performance. 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 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: Secret



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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 of the closing date on file.
3. Applicant must have a passing record ACFT, current within 6 months of the closing date. Exceptions may be granted by the Chief, Enlisted Policy Division, Directorate of Military Personnel Management (DAPE-MPE).
4. Soldiers currently under a Suspension of Favorable Personnel Actions (FLAG) are not eligible to apply.
5. IAW NGR 600-5, para 4-2, all AGR Soldiers will complete centrally-funded PEC courses that correspond with their duty assignment. Courses must be scheduled within 12 months of assignment to duty position.

HOW TO APPLY: Follow the steps below. Applicants are strongly encouraged to submit packet as soon as possible to ensure time for quality review at the HRO level. Any errors or discrepancies will be identified and relayed to the applicant in order to resolve discrepancies prior to closing date.

1. Ensure that you meet the General Eligibility Requirements prior to packet submission.
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 (J1-HRO/24-RO-16/Doe). **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@army.mil
5. Your application packet must be received prior to midnight EST on the closing date: **29 April 2024**

POINT OF CONTACT: J1-AGR Branch at ng.nj.njarnq.list.jfhq-j1-army-agr@army.mil. Please put J1-HRO, the Reassignment Opportunity number, and your last name (J1-HRO/24-RO-16/Doe) 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. Selection Board Enlisted Record Brief (ERB) certified **within the past 30 days.** (No DA Photo)

_____ 3. Individual Medical Readiness Form (**Physical Health Assessment date must be within 12 months of the closing date of the announcement.**) 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 record ACFT and HT/WT (**must be within 6 months of the closing date of the announcement.**) Individual Training Report (ITR) will not be accepted. Provide memorandum for discrepancy. Provide a copy of your DA Form 5500/5501 if applicable.

_____ 5. Last 3 NCOERs. **Personnel who do not have 3 NCOERs must submit a memorandum explaining the circumstances.** If submitting letters of recommendation in addition to the required NCOER submission, letters of recommendations 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 screenshot of an email sent to your Command (Commander and AO) informing them that you will be applying for this position.

_____ 8. Provide a Security Clearance Verification Memorandum from your Unit or Battalion DISS Manager (NACLC, Secret, etc.) **current within 30 days of the closing date of the announcement.**

_____ 9. All documents supporting your qualification.

_____ 10. 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 FOR CORRECTION SO LONG AS THE APPLICATION WAS SUBMITTED PRIOR TO DEADLINE. APPLICATIONS SUBMITTED AFTER DEADLINE WILL BE RETURNED WITHOUT ACTION OR CONSIDERATION.

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