



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

**ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 20-RO-02**

**POSITION TITLE:** Readiness/Training NCO

**OPENING DATE:** 22 October 2019

**CLOSING DATE:** 06 November 2019

**DUTY STATION:** HQ 57<sup>TH</sup> Troop Command, Atlantic City, NJ 08401

**MOS:** Immaterial

**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:** Advises the Commander on training, logistics, personnel readiness, and tracks and prepares for all requirements for the units TRADOC run courses. Responsible for the input of Soldiers' ATRRS requests and ensures that Soldiers have met all course pre-requisites prior to start date. Assists the Commander with the drafting of training schedules which comply with command guidance, directives and publications of higher HQ's. Supervises the maintenance of the unit training library, and related training equipment and aids. Manage all internal and external ATRRS input and provides the Commander with weekly updates. Duties include managing the administrative functions No Validated Pay Report (NOVAL), Expiration of Term of Service (ETS) reports, Separation Packets, and Evaluation reports (OER and NCOER). Include the following, but not limited to: Review, update, and input Soldier personnel data accurately in a timely fashion into IPPS-A, MILPO, IPERMS, RCAS and EES. Responsible for tracking all unit storage, accountability and maintenance of Army supplies and equipment. Assist in maintaining and managing UMRs, Strength Reports and Line of Duties (LOD). Assist in preparing daily, weekly, monthly, quarterly, and annual personnel reports for submission to higher headquarters and staff elements. Must be able to get access and knowledge to all required HR systems: IPPS-A, MILPO, IPERMS, RCAS, DPRO, MEDPROS, MEDCHART, EES, AFCOS, DTMS, ATRRS, and MY UNIT PAY. Responsible for submitting and tracking numerous training support requests for Inactive Duty Training (IDT) and Annual Training (AT) missions.

***\*\*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.



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**REQUIRED SECURITY CLEARANCE:** Must have a secret clearance.

**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. 3)
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 address:  
**anthony.j.crispaldi.mil@mail.mil** and **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) 562-0905 or (609) 562-0208  
Email: **anthony.j.crispaldi.mil@mail.mil** and **stefanie.l.bobko.mil@mail.mil**

**GENERAL REASSIGNMENT OPPORTUNITY (RO) ELIGIBILITY REQUIREMENTS:**

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



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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 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) certified within the past 30 days.
- \_\_\_\_\_ 3. 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.
- \_\_\_\_\_ 4. Official DA photograph or a snapshot of you in ASU uniform from head to jacket hem.
- \_\_\_\_\_ 5. Screenshot of Digital Training Management System (DTMS) of the APFT and HT/WT taken within the past 6 months. Log into AKO, Click on "MT2: MY Training" Tab, Click on "Physical Training" tab in DTMS box, print screen. Provide a copy of your DA 5500/5501 if applicable.
- \_\_\_\_\_ 6. Last 5 NCOER. Personnel who do not have 5 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 Reassignment Opportunity.
- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts.
- \_\_\_\_\_ 9. 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.
- \_\_\_\_\_ 10. Must provide a signed memorandum from the AO/Fulltime supervisor stating, they are aware of the request for reassignment.
- \_\_\_\_\_ 11. Must have a current Security Clearance. Provide a copy of your JPAS Statement.

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) 562-0905 or (609) 562-0208.**