



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

ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 20-RO-04

POSITION TITLE: HUMAN RESOURCES NCO

OPENING DATE: 06 November 2019

CLOSING DATE: 21 November 2019

DUTY STATION: Joint Force Headquarters G1 Enlisted Personnel (JFHQ) 3650 Saylor's Pond Road
JBMDL NJ 08640

MOS: 42A

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

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

DUTY DESCRIPTION: Supervisor responsible to maintain continual day-to-day routine functions of the Soldier Services Section under the G1 Personnel Branch Manager. Duties include managing the Administrative functions (NOVAL, ETS reports, Separation Packets and Evaluation reports to include 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, and RCAS and EES. Assist in maintaining and managing UMRs, Strength Reports and LOD's. Assist in preparing daily, weekly, monthly, quarterly, and annual personnel reports for submission to higher headquarters and staff elements. Discusses benefits and entitlements, career and bonus programs, educational, retirement and other benefits. Must be able to get access and knowledge to all required HR systems: IPPS-A, MILPO, IPERMS, RCAS, DPRO, MEDPROS, MEDCHART, EES and MY UNIT PAY. Performs additional duties as assigned.

*****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.



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HOW TO APPLY: Follow the steps below and click on the hyperlinks for the necessary documents:

1. Ensure that you meet the [Basic Eligibility Requirements](#).
2. Complete the AGR Reassignment Opportunity Application Packet See below
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: **horace.b.bethea.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.

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.

POINT OF CONTACT: J1-AGR Branch:

Email: **horace.b.bethea.mil@mail.mil** and **stefanie.l.bobko.mil@mail.mil**
(609) 562-0512 or (609) 562-0905



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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.

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