



**STATE OF NEW JERSEY  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
LONG TERM ACTIVE DUTY OPERATIONAL SUPPORT  
(LTADOS)**



## LONG TERM ADOS ANNOUNCEMENT NUMBER 19-51

**Position Title:** Integrated Personnel and Pay System - Army (IPPS-A) Enterprise Manager

**Opening Date:** 23 April 2019

**Closing Date:** 07 May 2019

**LOCATION:** JBMDL, New Jersey

**Military Grade:** E5-E7, WO1-CW2, O1-O3

**Area of Consideration:** All New Jersey Army National Guard HR Professionals (42A, 42B, 420A).

**Important Information:** This tour ends 30 September 2019, based on available funding.

**DUTIES & RESPONSIBILITIES:** Establishes, implements, updates, revises and manages provisioning worksheets for all New Jersey Army National Guard (NJARNG) units and directorates. Develops trackers, memorandums and training materials. Collaborates with Major Subordinate Commands (MSC) to establish and maintain relationships in order to track distance learning and IPPS-A training management. Collaborates, coordinates, facilitates relevant training to ensure unit administrators effectively utilize IPPS-A. Manages training and classroom calendar during IPPS-A events. Travels with New Jersey IPPS-A team on various Temporary Duty's (TDY) to receive additional IPPS-A training, build relationships and learn best practices. Must have experience with Microsoft Word, Excel and Power-point.

**Additional Duties includes:** N/A

**Security Clearance:** Must possess Secret clearance.

**EQUAL OPPORTUNITY:** Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender, sexual orientation or national origin.

**PAY AND BENEFITS:** Click [here](#) to review the pay and benefits of the AGR Program.

**FEDERAL TECHNICIAN INFO:** Click [here](#) if you are a Federal Technician.

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

1. Complete NGB Form 34-1, Application for AGR.
2. Complete the AGR Application Packet Checklist on page 3.

Ensure that you meet the Basic Eligibility Requirements on page 4.

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 announcement number and your last name. Email your packet in a single PDF document to the following address:  
[ng.nj.njarng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarng.mbx.nj-job-submission@mail.mil)
4. Your application packet must be received prior to midnight EST on the closing date.

**POINT OF CONTACT FOR JOB ANOUNCMENT: SPC Anthony Crispaldi (609) 562-0208**  
[anthony.j.crispaldi.mil@mail.mil](mailto:anthony.j.crispaldi.mil@mail.mil)

J1-AGR Branch: Phone: (609) 562-0208 or (609) 562-0905  
Email: [ng.nj.njarng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarng.mbx.nj-job-submission@mail.mil)



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I, \_\_\_\_\_, confirm that the following items have been provided in my AGR 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 / Officer Record Brief (ERB/ ORB) certified within the past 12 months.
3. Current Individual Medical Readiness Report (IMR Record).
4. If your Periodic Health Assessment (PHA) is more than 12 months old, a certified Height/Weight statement, within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).
5. Current NGB Form 23-B (Retirement Points History Statement).
6. Official DA photograph or a snapshot of you in ASU uniform from head to jacket hem.
7. Current DA Form 705 (Army Physical Fitness Score Card) taken within the past 12 months. Include your Permanent Profile if an alternate event is performed. Soldiers on Temporary Profile are NOT eligible to enter the AGR program.
8. All Noncommissioned /Officer Evaluation Reports (NCOER/ OER). Personnel who have a missing NCOER/ OER must submit a memorandum explaining the circumstances.
9. All DD 214, substantiating ALL periods of Active Duty Service.
10. 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.
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 at (609) 562-0208 or (609)

562-0905.



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General Eligibility Requirements:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA) on file.
4. Applicants transferring between States or entering AGR from Active Duty status without a break in service must have a current PHA.
5. Applicant must be certified drug free.
6. Applicant must have been tested for HIV within the past 24 months.
7. Applicant must meet physical standards of AR 600-9.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicant must not be entitled to receive Federal Military Retired Pay.
10. Applicants who have 17 or more years of Active Duty Service require a waiver from NGB prior to accession to the AGR Program.
11. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from the date of REFRAD.
12. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program, are not eligible to re-enter the program.

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