



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

**ARMY AGR REASSIGNMENT OPPORTUNITY NUMBER: 19-79**

**POSITION TITLE:** HUMAN RESOURCES SPECIALIST

**OPENING DATE:** 10 September 2019

**CLOSING DATE:** 25 September 2019

**DUTY STATION:** Recruiting & Retention Command Sea Girt NJ, 08750

**MOS:** 42A30

**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, Duty MOS listed.

**DUTY DESCRIPTION:** Responsible for administrative support of the NJARNG Recruiting and Retention Battalion; serves as a SME and advisor of all personnel functions; manages, processes, reviews, and coordinates administrative tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, and legal actions; processes required updates to Soldiers electronic files.

Duties include managing the Battalion 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, IPERMS and RCAS. Assist in maintaining and managing 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 have access to all required HR systems: IPPS-A, MILPO, IPERMS, RCAS, DPRO, MEDPROS, MEDCHART, EES and MY UNIT PAY.

**\*\*IF SELECTED FOR THIS REASSIGNMENT OPPORTUNITY, APPLICANT MUST BE ABLE TO MEET THE SCREENING CRITERIA IAW, SMOM 19-009, SCREENING OF ARMY NATIONAL GUARD AND TRAINING CADRE\*\***

**\*\* 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.



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

**HOW TO APPLY:** Follow the steps below; copy and paste hyperlinks into your browser:

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 addresses:  
**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.

**POINT OF CONTACT:** J1-AGR Branch Phone: (609) 562-0152 or (609) 562-0905

**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.



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

**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) verified 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 taken within the past 6 months (See Readiness NCO). Please attach a copy of Temporary Profile 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) 562-0152 or (609) 562-0905.**