



# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)

### Announcement Number: NJANG 41-AF-26



<b>POSITION TITLE:</b> HUMAN RESOURCES AND ADMINISTRATION CEM	<b>AFSC</b> 3F000	<b>OPEN DATE:</b> 18 Feb 2026	<b>CLOSE DATE:</b> 25 Feb 2026
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 108th Force Support Squadron, Joint Base McGuire-Dix-Lakehurst, NJ	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-8 (Promotable to E-9) <b>Max:</b> E-9
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<b>SELECTING SUPERVISOR:</b> Col Eric Balint	<b>Position Number</b> 81841234
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#### AREAS OF CONSIDERATION

- 177th FW ANG members (Must hold 3FXXX AFSC)
- 108th Wg ANG members (Must Hold Advertised AFSC)

#### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

#### INITIAL ELIGIBILITY CRITERIA

- \*In addition to criteria listed on attached pages\*
- Security Clearance - Must be able to obtain: Secret
  - Must hold 3FXXX AFSC
  - E-8 immediately promotable to E-9

#### ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2502, 26 September 2024, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding, See ANGI36-101 Attachment 3.

IAW ANGI36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant.

## TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0300.

### BONUS/INCENTIVE RECIPIENTS

If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

## SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [ E8 / E9 / O4 / O5 ] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- The publication of AGR orders by HRO will be the official appointment into the New Jersey Air AGR program. No commitment will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMAVA website (<https://www.nj.gov/dma/admin/vacancy/#air-agr-jobs>)

\*\*Incomplete packages will not be considered for the position vacancy

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<https://www.nj.gov/dma/admin/vacancy/#air-agr-jobs>)
2. Signed CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFP. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (<https://www.nj.gov/dma/admin/vacancy/#air-agr-jobs>)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name\_Position Announcement Number

Example: TSgt Mouse, Mickey\_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey\_VA 01-AF-23

Email Application Package to: [ng.nj.njarng.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@army.mil)

\*\* Applications will be accepted through GEARS (GEARS <https://gears.army.mil/>), if standard email procedures do not work\*\*

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0300 or [ng.nj.njarng.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@army.mil)

Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non-selection.

### THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

CEM Code 3F000  
 AFSC 3F091, Superintendent  
 AFSC 3F071, Craftsman  
 AFSC 3F051, Journeyman  
 AFSC 3F031, Apprentice  
 AFSC 3F011, Helper

## ★HUMAN RESOURCES AND ADMINISTRATION

(Changed 31 Oct 25)

1. ★**Specialty Summary.** Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion, and contribute directly to the operational success of the Air Force.  
 Related DoD Occupational Subgroup: 151000, 153100, and 155400.

### 2. ★**Duties and Responsibilities:**

- 2.1. ★ **Personnel Programs.** Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, and entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making.
- 2.2. ★ **Personnel Data Management and Analysis.** Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency.
- 2.3. ★ **Personnel Actions and Accountability.** Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.
- 2.4. ★ **Compliance, Inspection, and Counseling.** Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes.
- 2.5. ★ **Commander Support Staff (CSS).** Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with web-based personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.
- 2.6. ★ **Personnel Support for Contingency Operations (PERSCO).** Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensuring accurate reporting to combatant commanders. Conducts casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.
- 2.7. ★ **Administrative Support.** Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements.
- 2.8. ★ **Postal and Official Mail Operations.** Directs and supervises postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and

delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization.

### 3. ★**Specialty Qualifications:**

3.1. ★**Knowledge.** Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, quality force initiatives, personnel readiness, deployment/mobilization procedures, and PERSCO operations. Proficiency in interviewing and counseling techniques, administrative communications, correspondence management, and general office operations is required. Understanding organizational structure and its relationship to mission execution is essential, along with familiarity with policies, programs, and procedures governing benefits for military personnel, retirees, and family members. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, executive support responsibilities, and postal and official mail operations.

3.2. ★**Education.** Completion of high school or a General Educational Development (GED) equivalency is required for entry into this specialty. Coursework in business, English composition, public speaking, Microsoft Office applications, and keyboarding is highly desired.

3.3. ★**Training.** Members must complete training requirements for the core AFSC and applicable shred-specific requirements, as needed, progressively, as each skill level builds upon the prior level. The following training is mandatory for the award of the AFSC indicated in addition to the successful completion of applicable Career Development Course (CDC) requirements and core tasks listed in the Career Field Education and Training Plan (CFETP):

3.3.1. ★ **Entry-Level Training.** Successful completion of the HRA initial skills course is mandatory for the award of AFSC 3F031.

3.3.2. ★ **Core Training Requirements.** The following training is required for specific AFSC skill levels:

3.3.2.1. ★3F051: Completion of DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Beginner Level), DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Intermediate Level), and Microsoft Office Specialist: Associate (Office 2019).

3.3.2.2. ★3F071: Completion of all 3F051 and DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office Specialist: Expert (Office 2019).

3.4. ★**Experience.** The following experience is mandatory for award of the AFSC skill-level indicated in addition to successful completion of applicable task requirements listed in the CFETP:

3.4.1. ★**Core Experience Requirements.** Experience requirements for the AFSC skill-level include successful completion of applicable training and task requirements:

3.4.1.1. ★3F051. Qualification in and possession of AFSC 3F031 with completion of all 3F051 core tasks.

3.4.1.2. ★3F071. Qualification in and possession of AFSC 3F051 with completion of all 3F071 core tasks. Experience supervising and performing HRA functions.

3.4.1.3. ★3F091. Qualification in and possession of AFSC 3F071. Experience managing and directing HRA functions and programs.

3.5. **Other.** The following are mandatory as indicated:

3.5.1. ★ **Entry Requirements.** For entry into this specialty, see Attachment 4 for additional requirements.

3.5.2. ★ **AFSC Award and Retention Requirements.** Personnel must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management.

### Notes:

★ **AFR specific requirements:** Retraining into the 3F0 Career Field is limited to E-6 and below for the Air Force Reserve. **ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.

★ **ANG specific requirements:** Retraining into the 3F0 Career Field is limited to E-7 and below. See the ANG Waiver Classification Guide for more details on retraining. A 3F091 must have been earned prior to selection/placement in a 3F000 duty position.