



# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)

Announcement Number: **Amended NJANG 74-AF-26**



<b>POSITION TITLE:</b> The Adjutant General Executive Officer	<b>AFSC</b> ANY	<b>OPEN DATE:</b> 09 Jun 2026	<b>CLOSE DATE:</b> <b>30 Jun 2026</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> Joint Forces Headquarters, Joint Base McGuire-Dix-Lakehurst, NJ		<b>GRADE REQUIREMENT:</b> <b>Min:</b> Maj <b>Max:</b> Lt Col	
<b>SELECTING SUPERVISOR:</b> Brig Gen Yvonne L. Mays	<b>Position Number</b> 0115634734	<b>* Contingent on Controlled Grade Availability</b>	

### AREAS OF CONSIDERATION

On-board NJ ANG AGR (Any AFSC); 177th FW ANG members (Any AFSC); 108th Wg ANG members (Any AFSC)

NJANG DSG Officers with less than 15 years of Total Active Federal Military Service (TAFMS) are eligible to apply and will enter a two-year T32 OTOT. After the tour, airmen will be released from OTOT and return to DSG status, with no expectation of achieving an active duty retirement.

**NJANG AGR Officers with less than 15 years of TAFMS are eligible to apply; authorization from the relinquishing commander is required. At the completion of the two-year OTOT, airmen will revert to their original AGR position until they reach 20 years of TAFMS.**

### 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
- Meets medical qualification
- Must have current Physical Health Assessment (PHA) within 12 months
- Must be certified drug free
- Must have been tested for HIV with the past 24 months
- Must meet physical standards
- Must not be under suspension of favorable personnel actions
- Must not be entitled to receive Federal Military Retired Pay
- Must not have more than 15 years of Total Active Federal Military Service (TAFMS)

### 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 (FGLI) 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 DMA website (<https://www.nj.gov/dma/admin/vacancy/>)

\*\*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/>)
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/>)
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\_Vacancy 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.

**THE ADJUTANT GENERAL (TAG) EXECUTIVE OFFICER**  
**DUTIES AND RESPONSIBILITIES**

**Duties and Responsibilities:**

1. Controls access to TAG. Maintains TAG's calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings, and travel. Receives visitors and telephone calls for TAG.
2. Reviews incoming correspondence, publications, regulations, and directives. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information.
3. Establishes internal procedures to secure adequate control in terms of deadlines, progress reports, and directives and uses own initiative in developing procedures which will increase the general flow of information and overcome bottlenecks in the administrative process.
4. Represents the TAG in meetings with congressional, state and local officials, special interest and business group spokespersons to market and advertise National Guard (NG) programs, activities, and requirements. Attends community functions and serves as protocol specialist, spokesperson to create public interest in NG programs. Provides oversight, coordination and collaboration as it pertains to protocol functions. Implements, directs, and coordinates executive functions, services and activities. Represents TAG in interaction with other agencies; markets, publicizes, and distributes information as it pertains to NG programs, initiatives, community events, open house, and special projects. Plans and executes special programs and projects relative to visits of dignitaries, conferences, briefings, etc. Develops briefing material, technical and non-technical correspondence from input provided by leadership. Research information, composes narrative, and prepares documents, charts, graphs, slides, executive summaries and other narrative to support the specific visit. Remains current on all unit activities, and special projects to collaborate with NG leadership. Coordinates closely with internal partners, office of responsibility and Family Readiness and Support Program activities, etc.
5. Collaborates and consults with State Public Affairs Officer (PAO), drafts, develops, and finalizes narrative, prepares and coordinates news releases to support communication with local media, high-ranking public officials, corporate leadership, civic groups, other reserve components, Air Force, Army, National Guard Bureau (NGB) and respective headquarters staff representatives.
6. Assists in the reviewing of policy letters which may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.

7. Initiates, plans, directs, and/or participates in special studies and projects in areas such as resource utilization, personnel management, logistical support, knowledge management, readiness programs, etc. Research, reviews, and analyzes processes and procedures to determine the overall applicability, effectiveness, efficiency, and productivity of activities and programs; develops final report and briefing, makes recommendations that impact high level decision making, and increases efficiency. Directs and oversees actions required to implement procedural changes, conducts in-process efficiency reviews, participates in site visits, completes after action reports, maintains historical data.

8. Provides for control of all classified documents for the TAG Administrative Office. Ensures that documents are properly logged and safeguarded.

9. Performs other duties as assigned.

## ONE TIME OCCASIONAL TOUR (OTOT) CHECKLIST

I, \_\_\_\_\_, confirm that the following items have been provided in my OTOT Vacancy 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. Signed CURRENT full Records Review RIP and PCARS 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 UFPM. If exempt, please include Form 469 with application)

\_\_\_\_\_ 4. Last 5 copies OPR/OPB – Personnel who do not have 5 OPRs/OPB, must submit a memorandum explaining the circumstances.

\_\_\_\_\_ 5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.

\_\_\_\_\_ 6. All DD Forms 214, substantiating every period of Active-Duty Service.

\_\_\_\_\_ 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. (DSG ONLY) I understand that my orders can be terminated at any time due to funding and that this is not a career AGR position.

\_\_\_\_\_ 10. I certify, to the best of my knowledge and belief, all the information provided or attached to this application is accurate and made in good faith. I understand that fraudulent information on or attached to this application are grounds for rejection or release during the application process or during the duration of my tour.

**\*\*Submit all the documents mentioned above, along with this signed OTOT checklist to [ng.nj.njarng.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@army.mil).**

**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\_Vacancy Announcement Number

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

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

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Digital or Wet Signature)



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NEW JERSERY NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
3650 SAYLORS POND ROAD  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-7600

MEMORANDUM FOR NJNG HRO AGR

FROM: Rank First Last Name

SUBJECT: Statement of Understanding

1. I, First Last Name, understand I am voluntarily entering a limited Full-time National Guard

Duty tour under 32 USC § 502(f), and I cannot accrue sufficient creditable service to qualify for a regular retirement under 10 USC § 9311 or 10 USC § 9314.

FIRST LAST NAME, Rank, NJANG