



NEW JERSEY NATIONAL GUARD

ONE TIME OCCASIONAL TOUR (OTOT)

Announcement Number: NJANG 77-AF-26



POSITION TITLE: Commander of Recruiting and Retention	AFSC ANY AFSC	OPEN DATE: 1 July 2026	CLOSE DATE: 16 July 2026
UNIT OF ACTIVITY/DUTY LOCATION: Joint Forces Headquarters, Joint Base McGuire-Dix-Lakehurst		GRADE REQUIREMENT: Min: Maj Max: Lt Col	
SELECTING SUPERVISOR: Brigadier General Yvonne L. Mays	Position Number 0116122934	*Contingent on Controlled Grade Availability	

AREAS OF CONSIDERATION- NJANG OFFICERS WHO MEETS THE BELOW QUALIFICATIONS:

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

This assignment is a **one-year Title 32 One-Time Occasional Tour** (T32 OTOT), which may be extended for an additional year. **Sanctuary rights will not be granted.** Any member applying with over **16 year of TAFMS** must complete DAF 679 prior to accepting the assignment. Upon tour completion, airmen will return to Drill Status Guardsman (DSG) status, with no expectation of sanctuary rights.

NJANG AGR Officers are eligible to apply with authorization from their relinquishing commander. Upon completion of the one-year OTOT, airmen are required to return to their original AGR position.

INITIAL ELIGIBILITY CRITERIA

- Must have Secret Clearance
- 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

DUTY DESCRIPTION

DUTY DESCRIPTION: The primary purpose of this position is to serve as the Commander of Recruiting and Retention. This role reports directly to The Adjutant General (TAG) and oversees all Recruiting and Retention functions within the state. The Commander maintains direct communication with the A1Y Recruiting and Retention Chief and provides state leadership with regular updates and projections on recruiting operations.

Please refer to the attached pages for a detailed list of duties and responsibilities.

EQUAL OPPORTUNITY: 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.

COMMANDER OF RECRUITING AND RETENTION

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:

1. Develop and implement a comprehensive strength management (SM) plan in coordination with state regulations and local policies, to achieve established end strength goals.
2. Develop, implement, and monitor the state SM program based on guidance from NGB and State Leadership.
3. Report recruiter inquiries into all allegations of unprofessional conduct or complaints recruiter malpractice, misconduct and irregularity data in accordance with DoDI 1304.32, Military Services Recruiting Related Reports.
4. Develop and implement short, mid, and long-range planning guidance for the Recruiting Retention Flt/Sq (RR Flt/Sq)
5. Work directly with State Leadership on Attrition Management and Retention.
6. Advises on Recruiting and Retention standard operating procedures.
7. Assists in the coordination of state and regional training and additional requirements.
8. Ensure adequate funding, training, advertising and logistical support is allocated for the successful operation of the RR Flt/Sq.
9. Develop and implement regional awards and recognition programs.
10. Coordinates with State Leadership to determine specific retention needs.
11. Monitor and evaluate unit strength throughout the State to determine SM trends and provide recommendations for improvement.
12. Study impacts and conduct organizational plans and strength studies that integrate demographic analysis for military command structure location/relocation, organizations and reorganizations.
13. Reports directly to the Joint Force Head Quarters (JFHQ-State)
14. Provide the personnel, administrative equipment, facilities, and other resources required to support the RR Flt/Sq and the strength maintenance program.
15. Appoint an additional Unit Career Advisor (UCA) to assist in Career Motivation Program (CMP).
16. Maintain visibility of the unit's strength readiness posture to identify loss trends and opportunities for career counseling.
17. Develop a performance review process that measures job performance and outlines the courses of action to be followed when any member of the RR Flt/Sq fails to maintain duty proficiency and perform to established standards.
18. Manager and supervise the hiring, placement and assignment of RR Flt/Sq personnel and ensure Air Force Recruiting Information Support System (AFRISS) information is accurate.

19. Engages with local Military Entrance Processing Station (MEPS) commander, focal point for local MEPS communication.
20. Maintains liaison with educators, business and industry officials, state and local officials, and other centers of influences to enhance the ANG market.
21. Plans and supervises development of advertising and promotion programs to support the mission.
22. Manages fiscal year facility programs, coordinating with the US Army Corps of Engineers (USCORE).
23. Provides oversight on Government Services Administration vehicle fleet.
24. Maintains balanced budget; coordinates spending authority with supporting finance offices and squadrons.
25. Directs administrative support for personnel programs such as newcomers' program, civilian personnel actions, weight control program, ancillary training, on-the-job training, and leave programs.
26. Monitors RR Flt/Sq transportation request audits. In addition to bulk purchases of transportation tickets, meal and lodging expenditures for applicants traveling to the MEPS.
27. Plans and manages advertising, publicity, and promotional and special events programs supporting military personnel procurement and retention objectives.
28. Oversees the development of the state marketing strategy, ensuring the strategy addressing the needs of the local Wings.
29. Coordinates and approves enlisted waiver requests for NPS and PS applicants is delegated to their level by the Director of the Air National Guard.
30. Work directly with state leadership on attrition management and retention.
1. Has direct contact and feedback with Chief of Recruiting and Retention, AIY.
32. Works directly with Wing and Squadron Commanders on force management ensuring the recruiting force is targeting Wing vacancies.
33. Works directly with Squadron commanders on reporting validated vacancies for updating the Vacancy Management Tool in AFRISS.
34. All other duties as assigned.
35. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

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.**

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: _____
(Digital or Wet Signature)

Date_____