



# NEW JERSEY NATIONAL GUARD

## ONE TIME OCCASIONAL TOUR (OTOT)

Announcement Number: NJANG 85-AF-26



|                                                                                                       |                                     |                                                                   |                                   |
|-------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------|-----------------------------------|
| <b>POSITION TITLE:</b><br>JFHQs Executive Officer                                                     | <b>AFSC</b><br>ANY AFSC             | <b>OPEN DATE:</b><br>29 July 2026                                 | <b>CLOSE DATE:</b><br>13 Aug 2026 |
| <b>UNIT OF ACTIVITY/DUTY LOCATION:</b><br>Joint Forces Headquarters, Joint Base McGuire-Dix-Lakehurst |                                     | <b>GRADE REQUIREMENT:</b><br><b>Min:</b> 2d Lt <b>Max:</b> Lt Col |                                   |
| <b>SELECTING SUPERVISOR:</b><br>Brigadier General Derek B. Routt                                      | <b>Position Number</b><br>011375193 | <b>*Contingent on Controlled Grade Availability</b>               |                                   |

### 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.** To invoke sanctuary rights, the member must complete DAF 679 upon accepting the assignment. Upon completion, airmen will return to Drill Status Guardsman (DSG) status, with no expectation of sanctuary rights.

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 **one-year OTOT**, airmen will revert to their original AGR position until they reach 20 years of TAFMS.

### 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
- Must not have more than 15 years of Total Active Federal Military Service (TAFMS)

### DUTY DESCRIPTION

**DUTY DESCRIPTION:** This position serves as Assistant Adjutant General (AAG), Chief of Staff (CoS), and Director of Staff (DoS) Executive Officer. The officer will oversee information management, manage protocol duties as needed, coordinate executive functions and services, and represent the AAG, CoS, and DoS in interactions with agencies at all levels.

**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.

## **JFHQ EXECUTIVE OFFICER DUTIES AND RESPONSIBILITIES**

1. Manages access to the AAG, CoS, and DoS calendars and schedules appointments. Arrange conferences, meetings, and travel. Greetings visitors and handles telephone calls for the AAG, CoS, and DoS.
2. Reviews incoming correspondence, publications, regulations, and directives. Determines distribution and routing. Prepares and reviews outgoing correspondence to ensure proper format and compliance with policy and procedures.
3. Maintains office files of correspondence, directives, regulations, and related information. Establishes internal procedures to ensure effective control of deadlines, progress reports, and directives. Proactively develops procedures to improve the flow of information and address administrative bottlenecks.
4. Represents the AAG, CoS, and DoS in meetings with congressional, state, and local officials, as well as special interest and business groups, to promote National Guard programs and initiatives. Attends community functions and serves as protocol specialist and spokesperson to generate public interest in National Guard activities. Oversees and coordinates protocol functions, executive services, and activities. Represents AAG in interactions with other agencies and distributes information on National Guard programs, initiatives, and events. Plans and executes special programs and projects, including visits by dignitaries, conferences, and briefings. Prepares briefing materials and correspondence based on leadership input. Researches and composes supporting documents, charts, graphs, slides, and executive summaries for specific events. Maintains current knowledge of unit activities and special projects to support collaboration with National Guard leadership. Coordinates closely with internal partners, responsible offices, and Family Readiness and Support Program activities.
5. Assists in reviewing policy letters, including researching applicable directives from higher authorities to ensure new policies do not create conflicts. Coordinates draft policies with other staff directorates before final review and approval.
6. Initiates, plans, directs, and participates in special studies and projects in areas such as resource utilization, personnel management, logistical support, and knowledge management. Conducts research and analysis of processes and procedures to assess the applicability, effectiveness, and efficiency of activities and programs, including readiness programs. Prepares final reports and briefings, makes recommendations to support high-level decision making, and implements efficiency improvements. Oversees procedural changes, conduct efficiency reviews, participate in site visits, complete after-action reports, and maintain historical data.
7. Manages all classified documents for the AAG, CoS, and DoS Administrative Office, ensuring proper logging and safeguarding.
8. 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: \_\_\_\_\_  
(Digital or Wet Signature)

Date\_\_\_\_\_