



NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 87-AF-26



POSITION TITLE: Airfield Manager	AFSC 1C7X1	OPEN DATE: 29 Jul 2026	CLOSE DATE: 28 Aug 2026
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UNIT OF ACTIVITY/DUTY LOCATION: 177th Operations Support Squadron, Egg Harbor Twp, NJ	GRADE REQUIREMENT: Min: E-7 Max: E-8
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SELECTING SUPERVISOR: Major Luke Jarrin	Position Number 0089051034
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AREAS OF CONSIDERATION

- On-board NJ ANG AGR (Must Hold Advertised AFSC)
- 177th FW ANG members (Must hold advertised AFSC)
- 108th Wg ANG members (Must Hold Advertised AFSC)
- Nationwide military members eligible for membership in the NJANG (Must Hold advertised AFSC or Equivalent)

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
 - Aptitude Requirement:
 - PULHES:
 - Strength requirement: Demonstrated ability to lift XX lbs

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>)
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_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

** 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 609-562-0857 or 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 1C700
 AFSC 1C791, Superintendent
 AFSC 1C771, Craftsman
 AFSC 1C751, Journeyman
 AFSC 1C731, Apprentice
 AFSC 1C711, Helper

AIRFIELD MANAGEMENT

(Changed 30 Apr 25)

1. **Specialty Summary.** Manages airfield operations, coordinates with civil engineering, safety, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems. Related DoD Occupational Subgroup: 155600.

2. Duties and Responsibilities:

- 2.1. Monitor and coordinate airfield and aircraft activities. Conduct airfield checks. Processes flight plans and other air traffic related data through the national and international air traffic systems. Provides flight following services and initiates appropriate actions for overdue aircraft. Maintains and processes Notice-to-Airman (NOTAMs). Maintains a record of daily events. Executes Operating Instructions and Quick Reaction Checklists necessary to perform Airfield Management duties and responds to situations requiring immediate action. Provides transient aircrew and aircraft support to include processing Prior Permission Required (PPR) requests; coordinating parking areas; receiving, storing, and issuing classified material; and coordinating aircrew transportation. Provides briefings to base and transient aircrews on relevant airfield operations and restrictions. Maintains the flight planning room equipment, maps, displays and publications.
- 2.2. Maintains situational awareness of airfield activities and overall responsibility for Airfield Management (AM) section while on duty. Serves as the representative for the Airfield Manager during emergency response situations and during Airfield Manager's non-duty hours. Assesses airfield operations/situations, determines operational requirements, and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways, and runways). Briefs AM personnel on emergency and operational activities.
- 2.3. Performs daily airfield inspections to ensure a safe operational environment. Evaluates airfield activities to ensure compliance with established policies and directives. Identifies, reports, corrects, or mitigates inspection discrepancies. Coordinates and supervises airfield construction, repair activities, facilities maintenance, and snow removal operations. Coordinates with appropriate agencies, such as air traffic control, civil engineers, security forces and command post, to ensure airfield activities are supported as appropriate.
- 2.4. Reviews, interprets, and enforces policies, instructions and directives pertaining to airfield management activities operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include training, certification, and remedial action. Establishes procedures for controlling privately owned vehicles on the airfield.
- 2.5. Performs expeditionary airfield management functions in support of USAF worldwide deployment of DoD aircraft.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas.
- 3.2. Education. For entry into this specialty, completion of high school with a course in speech and basic knowledge of computers is desirable.
- 3.3. Training. The following training is mandatory as indicated:
 - 3.3.1. 1C731. Completion of the Airfield Management Apprentice course for award of the AFSC indicated.
 - 3.3.2. 1C751. Completion of training requirements outlined in 1C7X1 Career Field Education and Training Plan (CFETP) and DAFMAN 13-204v2, *Airfield Management*.
 - 3.3.3. 1C771. Completion of the Airfield Management Craftsman in-residence course, training requirements outlined in the 1C7X1 CFETP, and additional training requirements outlined in DAFMAN 13-204v2, *Airfield Management*. For TSgts and above, completion of Airfield Manager position certification requirements and the Advanced Airfield Managers Course are required to obtain the SEI 368.
 - 3.3.4. 1C791. Completion of Advanced Airfield Manager Course and additional training requirements outlined in AFMAN 13-204v2, *Airfield Management*.
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
 - 3.4.1. 1C751. Qualification in and possession of AFSC 1C731. Also, experience in Airfield Management Operations functions such as: airfield checks, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays.
 - 3.4.2. 1C771. Qualification in and possession of AFSC 1C751 and SEI 155. Also, experience performing and supervising Airfield Management functions such as; airfield checks and inspections, overseeing airfield construction or repairs, processing airfield waivers, or conducting airfield surveys. NOTE: TSgt or above must obtain Airfield Manager qualifications to gain an SEI 368.
 - 3.4.3. 1C791. Qualification in and possession of AFSC 1C771 and SEI 368. Also, experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.
- 3.5. Other. The following items are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color visions as defined in DAFMAN 48-123, *Medical Examinations and Standards*.

3.5.1.2. Ability to speak distinctly in person and over air-to-ground radios.

3.5.1.3. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs:

3.5.2.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.

3.5.2.2. Must maintain qualifications according to DAFMAN 13-204v2, *Airfield Management*.

3.5.2.3. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.4. Specialty routine access to Tier 3 (T3) information, systems, or similar classified environment.

3.5.3. For award and retention of AFSCs 1C7X1 and 1C700:

3.5.3.1. Completion of a current T3 Investigation required IAW DoDM 5200.02, DAFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

3.5.3.2. Hearing Conservation certification is mandatory.

3.6. Must be able to handle weapons for BASH response and contingency taskings.

NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, DAFMAN 16 -1405 *Department of Air Force Personnel Security Program*.