



STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
ONE-TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT

ONE-TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT NUMBER: 26-OTOT-05

POSITION TITLE: Signal Support NCO

OPENING DATE: 14 January 2026

CLOSING DATE: 13 February 2026

ACTIVE DUTY TOUR: This is a three (3) year one-time occasional tour (OTOT). Acceptance and completion of this tour does not constitute AGR Career Status. This is a single term, non-renewable tour. Selectees for this position are eligible to apply for other AGR Announcements in an effort to a secure Career Status tour.

DUTY STATION: HHC 1-114th Infantry Battalion, 658 North Evergreen Ave. Woodbury, NJ 08096

MOS: 25U

MILITARY GRADE: This announcement is open to personnel in the grade of E5. Soldiers in the grade of E6 are welcome to apply but must accept voluntary reduction to E5 prior to accession onto OTOT orders.

AREA OF CONSIDERATION: Current members of the New Jersey Army National Guard who possess the Military Grade listed and MOS listed.

DUTY DESCRIPTION: Serves as an Information Systems Support NCO at the Battalion level. Supervise, install, maintain, and troubleshoot Signal Support Systems and terminal devices. Provide technical assistance and unit level training for automation, communication, and user owned and operated signal equipment. Disseminate information services policy. Prepare maintenance and supply requests for unit level Signal support. Operate and perform PMCS on assigned communication equipment. Responsible for accountability of Soldiers and equipment. Manage requirements for user accounts and training. Maintain knowledge base for currently used technology. Coordinate the acquisition, service and property accountability of all assigned equipment.

EQUAL OPPORTUNITY: Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, sex, sexual orientation or national origin.

REQUIRED SECURITY CLEARANCE: Applicants must have or be eligible to receive a secret clearance.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA) within 12 months on file.
4. Applicant must be certified drug free.
5. Applicant must have been tested for HIV within the past 24 months.
6. Applicant must meet physical standards of AR 600-9.



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7. Applicant must have a passing record AFT current within 6 months.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants in grade E5 with more than 12 years of Active Federal Service are not eligible.
10. Applicants must be at least 21 years of age and not more than 55 years old.
11. Applicant must not be entitled to receive Federal Military Retired Pay.
12. Applicant must be able to serve at least 3 years on an active-duty tour.
13. Applicants who have been involuntarily separated from the AGR program are not eligible to re-enter the program within 36 months of release from active duty, unless an approved waiver has been issued by National Guard Bureau.

HOW TO APPLY: Follow the steps below

1. Ensure that you meet the Basic Eligibility Requirements. (See below)
2. NGB Form 34-1 Application for AGR Position: **See page 4 of this announcement**
3. Complete the OTOT Application Packet Checklist. (Pg. 3)
4. The HRO-AGR Branch will not accept mailed or hand carried packets. Submit your application packet by Email. In the subject line please type: HRO, the OTOT announcement number, and your last name (**HRO/26-OTOT-05/Doe**). **WE WILL NOT ACCEPT PACKETS THAT ARE ADOBE PORTFOLIOS.** **THE PDF MUST BE SCANNED INTO ONE SINGLE DOCUMENT** and forwarded to the following Email: **ng.nj.njarng.list.jfhq-j1-army-agr@army.mil**.
5. Your application packet must be received prior to midnight EST on the closing date: **13 February 2026**

POINT OF CONTACT: HRO-AGR Branch at **ng.nj.njarng.list.jfhq-j1-army-agr@army.mil**. Please put HRO, the OTOT announcement number, and your last name (HRO/26-OTOT-05/Doe) in subject line of email.



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OTOT CHECKLIST

I, _____, confirm that the following items have been provided in my One-Time Occasional Tour (OTOT) 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 OTOT 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. Selection Board Soldier Record Brief (ERB) certified **within the past 30 days. Please make sure you print the SRB without the DA photo.**
- _____ 3. Current Retirement Accounting Statement from IPPS-A (formerly NGB Form 23A).
- _____ 4. Individual Medical Readiness (IMR) Form (**Physical Health Assessment date must be within 12 months of the announcement closing date – no exceptions**). To access MEDPROS go to <https://medpros.mods.army.mil/MEDPROSNNew/secure/medical/imr2.aspx>. Click on "Your Individual MEDPROS Record. Under "Forms" click on "IMR Record". Contact your Medical Readiness NCO to schedule a walk-in PHA if necessary.
- _____ 5. Screenshot of Army Training Information System (ATIS) of the current record AFT and HT/WT (**must be within 6 months of the closing date of the announcement**). In the event you cannot obtain a screenshot, a DA Form 705 and DA Form 5500/5501 will be accepted with a signed memorandum for record from someone in your full-time chain of command stating the forms have been certified as valid record tests. Provide memorandum for any discrepancy.
- _____ 6. Last 3 Evaluations (NCOER). **Personnel E5 and above who do not have 3 evaluations, must submit a memorandum explaining the circumstances.** Personnel without 3 Evaluations must submit letters of recommendation from his/her military leadership dated within 3 months of the Vacancy Announcement (one letter for each missing evaluation).
- _____ 7. All DD Forms 214, substantiating every period of active-duty service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).
- _____ 8. Provide a Security Clearance Verification Memorandum from your unit or Battalion DISS Manager (NACLC, Secret, etc.) **current within 30 days of the announcement closing date.**
- _____ 9. 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.
- _____ 10. All documents supporting your qualifications. This includes resume, civilian job evaluations and school transcripts.
- _____ 11. Contact Info. On a separate sheet of paper, provide your civilian and military email addresses and the best contact telephone number. This information will be used to contact you for an interview. Your email address will also be used to transmit your selection/non-selection letter.

Applicant Signature: _____

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT, OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED FOR CORRECTION SO LONG AS THE APPLICATION WAS SUBMITTED PRIOR TO DEADLINE. APPLICATIONS SUBMITTED AFTER DEADLINE WILL BE RETURNED WITHOUT ACTION OR CONSIDERATION. POINT OF CONTACT: HRO-AGR Branch at ng.nj.njarng.list.jfhq-j1-army-agr@army.mil