



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

**ONE-TIME OCCASIONAL TOUR (OTOT)  
ANNOUNCEMENT NUMBER: 26-OTOT-21**

**POSITION TITLE:** Readiness NCO

**OPENING DATE:** 4 August 2026

**CLOSING DATE:** 3 September 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 Vacancy Announcements in an effort to a secure Career Status tour.

**DUTY STATION:** Btry B 3-112th Field Artillery, 422 RT-12 Flemington, NJ 08822

**MOS:** 13B or eligible to reclassify within 12 months

**MILITARY GRADE:** This announcement is open to personnel in the grade of E5-E6. Soldiers in the grade of E7 are welcome to apply but must accept voluntary demotion to E6 prior to accession to the AGR Program.

**AREA OF CONSIDERATION:** Current members of the New Jersey Army National Guard who possess the Military Grade listed and MOS listed, or eligible to reclassify within 12 months.

**SPECIAL REQUIREMENTS:** Will be scheduled for the Readiness NCO Course at PEC within 12 months of assignment, unless already completed.

Physical demand rating and qualifications for the initial award of MOS. Cannon crewmember must possess the following qualifications:

- (1) A physical demands rating of Heavy (Black).
- (2) A physical profile of 112221.
- (3) Color discrimination of red/green.
- (4) Qualifying scores.

(a) A minimum score of 87 in aptitude area GT

(b) A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT)– 0450 cm, Strength Deadlift (SD) – 0160 lbs., and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category in “Heavy” (Black).

(5) Security eligibility of SECRET is required to maintain the MOS as a SGT and above.

(6) U.S. citizen required as a SGT and above.

(7) Formal training under the auspices of USAFAS or accredited ARNG RTI transition course is mandatory to qualify for the award of the MOS.

(a) The highest grade for personnel seeking reclassification into MOS 13B without a waiver is a non-promotable E5 (SGT). Personnel reclassifying into MOS 13B must successfully complete institutional training at a MOS 13B OASS compliant, accredited ARNG RTI transition course (preferred), or MOS 13B AIT at USAFAS. Personnel in grades E5 SGT (P) and E6 SSG must submit a waiver to ATTN: Commandant, USAFAS, Fort Sill, OK, 73503 for determination of eligibility to reclassify into MOS 13B. Personnel at the rank of Sergeant First Class (E7) are not authorized for reclassification into MOS 13B.



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**DUTY DESCRIPTION:** Serves as the primary point of contact for input into Unit readiness and administrative reports. Performs continuous analysis and refinement of Unit readiness and administrative data to ensure validity, currency, accuracy, and availability to Battalion headquarters. Manages the military school program of the Unit. Coordinates with higher headquarters to obtain quotas for personnel to attend schools. Monitors use of school quotas, training support mandates, and other training resources when they are allocated to the Unit. Ensures school applicants are eligible to attend the schools and all prerequisites are met. Actively monitors and manages Unit level readiness and training databases for the unit such as (but not limited to): ATRRS, ATIS, IPPS-A, AFAM, DTS, MARRS-N, DAMPS-Orders, and any/all operations, administrative and training platforms. Ensures the armory is properly cared for and safeguarded. Coordinates with the armorer to ensure the building is cleaned and ready for use. Maintains working relationships with local officials, clubs, etc., for a variety of purposes such as, armory security coordination with police, suitability investigations, armory rental, Unit participation in celebrations; or, fund raising drives, and emergency operations and homeland security. Provides daily supervision of AGR Supply Sergeants assigned to the Unit. Coordinates with higher level supervisors. Refers problems to the proper command level to be solved.

**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.
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 of E5 with more than 12 years of Active Federal Service are not eligible.
10. Applicants must be no more than 57 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.



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**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 5 of this announcement**
3. Complete the OTOT Application Packet Checklist. (Pg. 4)
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-21/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.ifhq-j1-army-agr@army.mil](mailto:ng.nj.njarng.list.ifhq-j1-army-agr@army.mil).
5. Your application packet must be received prior to midnight EST on the closing date: **3 September 026**

**POINT OF CONTACT:** HRO-AGR Branch at [ng.nj.njarng.list.ifhq-j1-army-agr@army.mil](mailto:ng.nj.njarng.list.ifhq-j1-army-agr@army.mil). Please put HRO, the OTOT announcement number, and your last name (HRO/26-OTOT-21/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. Soldier Talent Profile (STP) verified **within the past 30 days**. Provide a memorandum for any discrepancies.

\_\_\_\_\_ 3. Current Retirement Accounting Statement from IPPS-A (formerly NGB Form 23A).

\_\_\_\_\_ 4. Individual Medical Readiness Form (**Physical Health Assessment date must be current within 12 months of the announcement closing date – no exceptions**). To access MEDPROS go to <https://medpros.mods.army.mil/MEDPROSNew/secure/medical/imr2.aspx>. Click on "Your Individual MEDPROS Record. Under "Forms" click on IMR Record. Contact your Medical Readiness NCO to be scheduled for a walk-in PHA if necessary.

\_\_\_\_\_ 5. Screenshot of Army Training Information System (ATIS) of the current passing record AFT and HT/WT (**must be within 6 months of the closing date of the announcement**). Applicant's full name, date of test, and score **must** be visible on all screen shots. Provide memorandum for discrepancy. Provide a copy of your DA Form 5500/5501 if applicable.

\_\_\_\_\_ 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.

\_\_\_\_\_ 12. Request for Administrative reduction (If applicable).

\_\_\_\_\_ 13. Copy of Line scores (MEPCOM 680 ADP) (Reclassing Only).

\_\_\_\_\_ 14. If reclassing, I understand that I will not be eligible for promotion until I become MOSQ as a 13B.

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](mailto:ng.nj.njarng.list.jfhq-j1-army-agr@army.mil)**