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

# ONE-TIME OCCASIONAL TOUR (OTOT)
# ANNOUNCEMENT NUMBER: 26-OTOT-28

**POSITION TITLE:** Instructor/ Writer

**OPENING DATE:** 10 November 2026 **CLOSING DATE:** 9 December 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:** Regional Training Site-Maintenance, Ordnance Training Company, 3601 Technology Drive JBMDL, NJ 08640

**MOS:** 91B, 91E

**MILITARY GRADE:** This announcement is open to personnel in the grade of E6.

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

**SPECIAL REQUIREMENTS:** Must possess the Army Instructor SQI ("8"), OR be fully eligible and capable of successfully completing the Common Faculty Development-Instructor Course (CFD-IC) within twelve (12) months of assignment.

**DUTY DESCRIPTION:** Serves as an Instructor/Writer responsible for delivering classroom and platform instruction, practical exercises, and hands-on training in accordance with TRADOC Regulation 350-70 and the U.S. Army Ordnance School Instructional Management SOP. Instructs, trains, mentors, and evaluates active and reserve component Soldiers attending initial military training (MOS-T), noncommissioned officer professional development courses, and sustainment training. Administers performance-based hands-on evaluations, diagnostic tests, written examinations, and end-of-course assessments; conducts student counseling and maintains official course academic records within the Army Training Requirements and Resources System (ATRRS) and current Army Training Information Systems. Ensures strict adherence to composite risk management (CRM), physical security standards, hazardous materials (HAZMAT) protocols, and shop tool/equipment safety during hands-on maintenance and instruction. Assists the Course Managers and Chief Instructor in reviewing, revising, and validating Programs of Instruction (POI), lesson plans, rubrics, student handouts, and technical reference libraries. Performs instructor operator maintenance and accountability on shop equipment, training aides, devices, simulators, and live military maintenance platforms (e.g., wheeled vehicles, power generation equipment, allied trade equipment).

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**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 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-28/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: **9 December 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-28/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 record Army Fitness Test (AFT) and Waist to Height Ratio (WHtR) **(must be within 6 months of the closing date of the announcement).** Provide memorandum for 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**