



NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 04-AF-25



POSITION TITLE: Retention Office Manager	AFSC 8R200/8R000	OPEN DATE: 15 Oct 2024	CLOSE DATE: 15 Nov 2024
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UNIT OF ACTIVITY/DUTY LOCATION: Joint Forces Headquarters, Joint Base McGuire-Dix-Lakehurst, NJ	GRADE REQUIREMENT: Min: E-6 (TSgt) Max: E-7 (MSgt)
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SELECTING SUPERVISOR: SMSgt Jade N. Smedley	Position Number 71693134	Position available on (or after) 1 January 2025
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AREAS OF CONSIDERATION

On-board NJ ANG AGR (Must Hold Advertised AFSC)

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: G-24
- PULHES: 222321
- Strength requirement: Demonstrated ability to lift 40 lbs
- Will work out of the 177 FW, Egg Harbor Twp, NJ
- For entry into this SDI, must have prior qualification in SDI 8R000 with a minimum of 24 months of experience
- No history of emotional instability, personality disorder, or other unresolved mental health problems
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- Must possess a valid state driver's license
- Must not have a record of conviction by summary, special, or general courts-martial
- Must not have a record of disciplinary action (LOR/NJP) for engaging in an unprofessional or inappropriate relationship or for failure to exercise sound leadership principles with respect to morale or welfare of subordinates

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 36-2503, 24 February 2010, 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: 609-562-0866/0874.

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/military/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/military/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/military/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.

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.njarnq.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 609-562-0860 or ng.nj.njarnq.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.

SDI 8R000

ENLISTED ACCESSIONS RECRUITER

(Changed 30 Apr 20)

1. **Special Duty Summary.** Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities:

- 2.1. Conducts recruiting program. Responsible for interviewing, screening, testing, and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.
- 2.2. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio, and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.
- 2.3. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business, and industry officials to enhance the prestige of the Air Force in the community.
- 2.4. Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

3. Specialty Qualifications:

- 3.1. **Knowledge.** Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
- 3.2. **Education.** Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.
- 3.3. **Training.** For retention, completion of the recruiter course is mandatory.
- 3.4. **Experience.** For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
- 3.5. **Other.** The following are mandatory:
 - 3.5.1. For entry:
 - 3.5.1.1. For RegAF position, approved candidate on the developmental special duty nomination list.
 - 3.5.1.2. E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.
 - 3.5.1.3. Skill level commensurate with grade.
 - 3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
 - 3.5.1.5. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.
 - 3.5.1.6. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
 - 3.5.1.7. For RegAF, score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months. For AFR/ANG, score 80 or above of the last two fitness test and have no current fitness exemptions.
 - 3.5.1.8. For RegAF and ANG, no record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years. For AFR, must be approved by the Air Force Reserve Command (AFRC) Recruiting Service Commander after review of a mandatory background check by AFRC Judge Advocate for uniform code of military justice actions.
 - 3.5.1.9. See attachment 4 for additional mandatory entry requirements.
 - 3.5.2. For entry and retention:
 - 3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
 - 3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
 - 3.5.2.3. No record of conviction by summary, special, or general courts-martial.
 - 3.5.2.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
 - 3.5.2.5. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.

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

3.5.2.7. For AFR, Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8R000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

3.5.3. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

4. Utilization note (RegAF only):

4.1. Award of this SDI is only authorized when an airman is filling a funded 8R000 unit manpower document (UMD) authorization. When the member is filling a valid 8R000 UMD authorization, 8R000 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. The CAFSC will be updated after the member graduates from the formal school and signs into the new duty position (this is the same time the DAFSC changes). If there is no formal school, then the CAFSC will be updated using the same effective date as the DAFSC. Once the member is no longer filling a valid 8R000 UMD authorization, 8R000 is no longer authorized as the Control and Duty AFSC but will remain as an awarded (secondary, third or fourth) AFSC IAW AFMAN 36-2100, unless the member is disqualified from the SDI then it will not remain as an awarded AFSC. Further, 8R000 is not authorized for award as the PAFSC when filling a funded 8R000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R000 duties but not filling a funded 8R000 UMD authorization will have no change in their awarded and control AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AAFMAN 36-2100, *Military Utilization and Classification*. Use Outside of Control AFSC.

SDI 8R200

SECOND-TIER RECRUITER**(Changed 30 Apr 20)**

1. **Special Duty Summary.** Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. **Duties and Responsibilities:**

- 2.1. For RegAF, related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, Squadron Operation NCO, Special Warfare Recruiter, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor. For AFR, related duties include In-Service Recruiters (to include In-Service/Line Recruiters), Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7. For ANG, related duties include Advanced Recruiting.
- 2.2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active-duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.
- 2.3. Develops publicity programs. Plans, directs, and evaluates sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes copy and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.
- 2.4. Develops community relations programs. Plans, organizes, and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups, and local organizations in support of recruiting objectives.
- 2.5. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

3. **Specialty Qualifications:**

- 3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
- 3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.
- 3.3. Training. Not used.
- 3.4. Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience. 24 months experience for ANG only.
- 3.5. Other. The following are mandatory as indicated:
 - 3.5.1. For entry into this SDI:
 - 3.5.1.1. Must be qualified in a valid Air Force Specialty Code (AFSC).
 - 3.5.1.2. See attachment 4 for additional mandatory entry requirements.
 - 3.5.2. For award and retention of this SDI:
 - 3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
 - 3.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.
 - 3.5.2.3. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
 - 3.5.2.4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.
 - 3.5.2.5. Must attain/maintain training standards and task certifications according to specific duty position JQS.
 - 3.5.2.6. No record of conviction by summary, special, or general courts-martial.
 - 3.5.2.7. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

4. **Utilization Note (RegAF only):**

- 4.1. Award of this SDI is only authorized when an airman is filling a funded 8R200 unit manpower document (UMD) authorization. When the member is filling a valid 8R200 UMD authorization, 8R200 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. Once the member is no longer filling a valid 8R200 UMD authorization, 8R200 is no longer authorized as the Control and Duty AFSC but will remain as an awarded (secondary, third or fourth) AFSC IAW AFMAN 36-2100, unless the member is disqualified from the SDI then it will not remain as an awarded AFSC. Further, 8R200 is not authorized for award as the PAFSC when filling a funded 8R200 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R200 duties but not

filling a funded 8R200 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW *AFMAN 36-2100, Military Utilization and Classification*. Use Outside of Control AFSC.