



STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERAN AFFAIRS
ACTIVE GUARD/RESERVE (AGR)
VACANCY ANNOUNCEMENT



ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT 05-AF-24

Open To: Current members of the 177th Fighter Wing in the New Jersey Air National Guard or qualified applicants that are eligible to become a member of the New Jersey Air National Guard. Must Obtain 3F0X1 AFSC within one year of selection.

Position Title: Commander Support Staff

PSN: 0113730834

Unit/Duty Location: 177 MSG, Egg Harbor Township, New Jersey

Number of Positions: 1

Open Date: 26-Jan-24

Close Date: 25-Feb-24

Grade Require: E5 / E7

Security Clearance: Secret

Required AFSC: Any

PULHES: N/A

Duty AFSC: 3F071

ASVAB: N/A

Start Date for Position is 01-May-2024

Special Note: This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32, and United States Code.

Duties and Responsibilities:

1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment, and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.
2. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.
3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.
5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.
6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

Point Of Contact: Eric A. Balint, Colonel, 177 MSG/CC

Area of Consideration: Current members of the 177th Fighter Wing in the New Jersey Air National Guard or qualified applicants that are eligible to become a member of the New Jersey Air National Guard. Must Obtain 3F0X1 AFSC within one year of selection.

Length of Tour: IAW ANGI 36-101, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD). Individuals who are not granted career status after the probationary period or are not renewed will be separated on the expiration of their AGR order. ***Be advised that acceptance of this AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.***

Appointment: 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).

MINIMUM AGR QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards.
 - Applicants must provide a copy of their most recent Report of Individual Fitness from MyFitness through MyFSS.
 - Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123.
 - Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
 - An applicant on a medical profile, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are cleared.
 - Pregnant Airmen may be accessed into the AGR Program with the concurrence of the Commander and HRO.
2. Must meet any Special Requirements as specified on Position Description.
3. Failure to maintain required security clearance could result in removal from the AGR program.
4. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
5. You must be in a military status to apply for an AGR position.
6. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the

position.

7. 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.
8. 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**, which is attached below, but can be also found in **ANGI36-101 Attachment 3**.
9. 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.
10. Candidates will be evaluated on the basis of the Vacancy Announcement requirements and individual's completed application.

Information for Technicians Entering Tour: 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.*

Pay and Benefits: Your Basic Pay and Allowances depend upon your grade and the length of creditable service. You will receive leave at the rate of 2 1/2 days per month. Your medical care will be administered under TRICARE, any dependents will be covered under either TRICARE or US Family Health Care programs. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the federal USERRA law. Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited PX/Commissary privileges. You are subject to military discipline under NJ State Statutes and Regulations.

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

APPLICATION REQUIREMENTS

Applications must be sent electronically to ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil
Please upload all documents as one (1) pdf. Portfolio formats are NOT accepted.

Title you're PDF: LastName_FirstName_VA# (i.e. LastName_FirstName_13-AF-22)
if you are unable to submit your application encrypted, please redact all PII.

- **Include ONLY the required listed documentation. Submit all forms in their entirety.**
- **Be advised, applications are not reviewed until after the job closes.**
- **HRO does not notify members of missing or erroneous information.**

1. Applications must be received before the Close of Business (COB) on the closing date to be processed. Any missing requirements that are listed below will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted.
2. **Application Checklist** - Initialed, Signed, and Dated.
3. **NGB Form 34 -1, Application for Active Guard Reserve Position**- signed; Ensure an explanation is attached for required answers given in Section IV.
4. **Current Report of Individual Personnel (RIP)** - Obtained only from Virtual Military Personnel Flight (vMPF); Submit all pages
5. **MyFitness** – Current passing test within last 12 months.
6. **Current EPR/OPR** - if you do not have a current EPR/OPR, submit last EPR/OPR and an MFR stating the reason of why you do not have the most current EPR/OPR. If you do not have an EPR/OPR, please submit Airmen Comprehensive Assessment.
7. **Contact Information** - on a separate document; First and Last Name, Rank, Preferred Contact Email, and Preferred Contact Number.

Questions or concerns can be emailed to:

NG NJ NJARNG List NJ Job Submission AGR Air ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil

Application Instructions:

**This checklist/instruction sheet must be initialed, signed, and included as
The first page of your application.**

ONLY Electronic applications will be submitted as one PDF format attachment.

Applications submitted in multiple attachments will not be accepted.

Please read the application instructions as there have been changes to the process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior.

Please review your application for accuracy before you submit it to HRO.

Nothing will be added to the application after 2359 hours on the closing date.

DELIVERY INSTRUCTIONS: Redact PII, such as social security numbers for anyone other than yourself in any documents being submitted with your application. If you are unable to send your application via GEARS please contact this office for another course of action, being sure to allow enough time to accomplish submission prior to closing date/time.

Applications must be sent to the Air AGR email- ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil as **one PDF Format attachment**. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

This checklist/instruction sheet must be initialed, signed, and included as the first page of your application.

1. ____ YES ____ NO: **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111. Previous versions of the form will not be accepted.**
- Application must be signed- ensuring all information is true and accurate.
 - Write explanations for “YES” answers must be provided within the application packet.

_____ (Initials)

2. ____ YES ____ NO: **Current Report of Individual Personnel (RIP) from Virtual Military Personnel Flight (vMPF).**
- Must be signed on the last page by applicant.
 - If errors in information are found, contact your FSS Office.
 - HRO does NOT update MILPDS, but will use the documentation in the RIP to determine qualifications.

_____ (Initials)

3. ____ YES ____ NO **Report of Individual Fitness from MyFitness through MyFSS**
- Report must include current and passing Fit Test Score and Fit Test History.

_____ (Initials)

4. _____ Yes _____ NO **Current EPR/OPR or Airmen Comprehensive Assessment**

- if you do not have a current EPR/OPR, submit last EPR/OPR and an MFR stating the reason of why you do not have the most current EPR/OPR. If you do not have an EPR/OPR, please submit Airmen Comprehensive Assessment

_____ (Initials)

5. _____ YES _____ NO **CONTACT INFORMATION.**

- First and Last Name, Rank, Preferred Contact Email, and Preferred Contact Number.

_____ (Initials)

6. _____ YES _____ NO _____ N/A **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. **Reduction will not occur until the day before initial AGR tour.**

_____ (Initials)

7. _____ YES _____ NO _____ N/A: **Current Flying History Report** (if applicable)

_____ (Initials)

8. _____ YES _____ NO _____ N/A: **Inability to Retire AGR Statement of Understanding** (if applicable)

_____ (Initials)

HRO is not responsible for any inconsistencies when using electronic means to transmit job applications.
Questions or concerns can be emailed to: ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil

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

I have read and understand all the application instructions and for the information submitted to be true and accurate:

(Signature and date)



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NEW JERSERY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-7600**

Fill out if Applicable

Day Month Year

MEMORANDUM FOR NGNJ HRO AGR

FROM: Rank First Last Name

SUBJECT: Inability Retire as AGR Statement of Understanding

1. I, Rank & Name, understand I am voluntarily entering a limited Full-time National Guard Duty tour under 32 USC § 502(f), and I cannot accrue sufficient creditable service to qualify for a regular retirement under 10 USC § 9311 or 10 USC § 9314.

(Signature block of member)