



# NEW JERSEY NATIONAL GUARD

ONE TIME OCCASIONAL TOUR (OTOT)

Announcement Number: NJANG 09-AF-25



<b>POSITION TITLE:</b> The Adjutant General Executive Officer	<b>AFSC</b> ANY AFSC	<b>OPEN DATE:</b> 31 October 2024	<b>CLOSE DATE:</b> 30 November 2024
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 131 Eggert Crossing Road, Lawrenceville, NJ 08648		<b>GRADE REQUIREMENT:</b> <b>Min:</b> Capt <b>Max:</b> Major	
<b>SELECTING SUPERVISOR:</b> Colonel Yvonne L. Mays	<b>Position Number</b>	<b>Projective Tour Start date 1 January 2025</b>	

## AREAS OF CONSIDERATION- NJANG OFFICERS WHO MEETS THE BELOW QUALIFICATIONS:

NJANG DSG Officers with less than 15 years of Total Active Federal Military Service (TAFMS) are eligible to apply and will enter a two-year T32 OTOT. After the tour, airmen will be released from OTOT and return to DSG status, with no expectation of achieving an active duty retirement.

NJANG AGR Officers with less than 17 years of TAFMS are eligible to apply; authorization from the relinquishing commander is required. At the completion of the two-year OTOT, airmen will revert to their original AGR position until they reach 20 years of TAFMS.

## INITIAL ELIGIBILITY CRITERIA

- Must have Secret Clearance
- Meets medical qualification
- Must have current Physical Health Assessment (PHA) within 12 months
- Must be certified drug free
- Must have been tested for HIV with the past 24 months
- Must meet physical standards
- Must not be under suspension of favorable personnel actions
- Must not be entitled to receive Federal Military Retired Pay

## DUTY DESCRIPTION

**DUTY DESCRIPTION:** The primary purpose of this position is to function as The Adjutant General's Executive Officer. Officer oversees information management activities for TAG; handles protocol duties as required; implements, directs, and coordinates executive functions, services, and activities; represents the TAG in interaction with other agencies of all levels.

**Please refer to attached pages for more info on the major duties.**

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

## **THE ADJUTANT GENERAL (TAG) EXECUTIVE OFFICER**

### **DUTIES AND RESPONSIBILITIES**

#### **Duties and Responsibilities:**

1. Controls access to TAG. Maintains TAG's calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings, and travel. Receives visitors and telephone calls for TAG.
2. Reviews incoming correspondence, publications, regulations, and directives. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information.
3. Establishes internal procedures to secure adequate control in terms of deadlines, progress reports, and directives and uses own initiative in developing procedures which will increase the general flow of information and overcome bottlenecks in the administrative process.
4. Represents the TAG in meetings with congressional, state and local officials, special interest and business group spokespersons to market and advertise National Guard (NG) programs, activities, and requirements. Attends community functions and serves as protocol specialist, spokesperson to create public interest in NG programs. Provides oversight, coordination and collaboration as it pertains to protocol functions. Implements, directs, and coordinates executive functions, services and activities. Represents TAG in interaction with other agencies; markets, publicizes, and distributes information as it pertains to NG programs, initiatives, community events, open house, and special projects. Plans and executes special programs and projects relative to visits of dignitaries, conferences, briefings, etc. Develops briefing material, technical and non-technical correspondence from input provided by leadership. Research information, composes narrative, and prepares documents, charts, graphs, slides, executive summaries and other narrative to support the specific visit. Remains current on all unit activities, and special projects to collaborate with NG leadership. Coordinates closely with internal partners, office of responsibility and Family Readiness and Support Program activities, etc.
5. Collaborates and consults with State Public Affairs Officer (PAO), drafts, develops, and finalizes narrative, prepares and coordinates news releases to support communication with local media, high-ranking public officials, corporate leadership, civic groups, other reserve components, Air Force, Army, National Guard Bureau (NGB) and respective headquarters staff representatives.
6. Assists in the reviewing of policy letters which may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.

7. Initiates, plans, directs, and/or participates in special studies and projects in areas such as resource utilization, personnel management, logistical support, knowledge management, readiness programs, etc. Research, reviews, and analyzes processes and procedures to determine the overall applicability, effectiveness, efficiency, and productivity of activities and programs; develops final report and briefing, makes recommendations that impact high level decision making, and increases efficiency. Directs and oversees actions required to implement procedural changes, conducts in-process efficiency reviews, participates in site visits, completes after action reports, maintains historical data.

8. Provides for control of all classified documents for the TAG Administrative Office. Ensures that documents are properly logged and safeguarded.

9. Performs other duties as assigned.

## ONE TIME OCCASIONAL TOUR (OTOT) CHECKLIST

I, \_\_\_\_\_, confirm that the following items have been provided in my OTOT Vacancy Opportunity 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 Vacancy 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. Signed CURRENT full Records Review RIP and PCARS 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 UFPM. If exempt, please include Form 469 with application)

\_\_\_\_\_ 4. Last 5 copies OPR/OPB – Personnel who do not have 5 OPRs/OPB, must submit a memorandum explaining the circumstances.

\_\_\_\_\_ 5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.

\_\_\_\_\_ 6. All DD Forms 214, substantiating every period of Active-Duty Service.

\_\_\_\_\_ 7. 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.

\_\_\_\_\_ 8. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts.

\_\_\_\_\_ 9. (DSG ONLY) I understand that my orders can be terminated at any time due to funding and that this is not a career AGR position.

\_\_\_\_\_ 10. I certify, to the best of my knowledge and belief, all the information provided or attached to this application is accurate and made in good faith. I understand that fraudulent information on or attached to this application are grounds for rejection or release during the application process or during the duration of my tour.

**\*\*Submit all the documents mentioned above, along with this signed OTOT checklist to [ng.nj.njarng.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@army.mil).**

**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\_Vacancy Announcement Number

Example: TSgt Mouse, Mickey\_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey\_VA 01-AF-23

Applicant Signature: \_\_\_\_\_  
(Digital or Wet Signature)

Date\_\_\_\_\_