

NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 11-AF-24



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| POSITION TITLE: Mission Support Group Senior Enlisted Leader | AFSC 9G100 | OPEN DATE: 14 Feb 2024 | CLOSE DATE: 19 Mar 2024 |
| UNIT OF ACTIVITY/DUTY LOCATION: 177th Mission Support Group, Egg Harbor Twp, NJ | | GRADE REQUIREMENT: Min: E9 Max: E9 | |
| SELECTING SUPERVISOR: Colonel Eric Balint | Position Number 007169011C | | |

AREAS OF CONSIDERATION

- 177th FW ANG members (Any AFSC)
- 108th Wg ANG members (Any 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 and AFI 36-2109.

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Must possess an associate's degree or higher from a national or regional academic institution
 - [Selectee must attend the ANG Chief Master Sergeant Orientation Course within a year](#)
 - PULHES: 3,3,3,3,3,3
 - [AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required](#)

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 (FGLI) 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

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.

**Incomplete packages will not be considered for the position vacancy:

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 UFPM. 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>)

Use AGR Application Instructions from DMAVA website (<https://www.nj.gov/military/admin/vacancy/#air-agr-jobs>)

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.njarng.list.nj-job-submission-agr-air@mail.mil

** Applications will be accepted through GEARS if standard email procedures do not work**

- GEARS <https://gears.army.mil/>

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0860 or ng.nj.njarng.list.nj-job-submission-agr-air@mail.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 HRO 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.

MAJOR DUTIES and NITIAL ELIGIBILITY CRITERIA

IAW AIR FORCE ENLISTED CLASSIFICATION DIRECTORY, 31 October 23

1. 9G100, Group Senior Enlisted Leader: The Group Superintendent provides leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives. Establishes control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operation efficiency. Resolves issues between subordinate squadrons, other groups, wing staff, and outside agencies.

IAW AIR FORCE INSTRUCTION 36-2109, CHIEF MASTER SERGEANT OF THE AIR FORCE, SENIOR ENLISTED LEADERSHIP MANAGEMENT AND AIR FORCE ENLISTED COUNCIL, 5 JANUARY 2021

Roles and Responsibilities, para. 5.2

1. Provide general supervision of the organization's enlisted force.
2. Understand AF doctrine and core leadership competencies and communicate these to the force.
3. Understand the operation and mission of the organization and all subordinate elements and ensure the enlisted Airmen understand the command's mission and their role in executing that mission. 5.2.4. Represent the commander at various meetings.
5. Serve as active members of the Crisis Action Team, senior staff meetings, and other senior leader forums within the organization.
6. Serve as an active participant on advisory councils and boards (e.g., base advisory, enlisted advisory council).
7. Regularly visit enlisted Airmen in the group.
8. Monitor the group's status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions, promotion withholds and ongoing investigations (i.e., inspector general, security forces, Office of Special Investigations, and commander-directed) as necessary.
9. Establish and maintain rapport with commanders, other CMSgts and senior enlisted personnel.
10. Maintain professional relationships with squadron commanders and work in concert to accomplish the mission.
11. Interact with sister service counterparts as required.
12. Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements.
13. Evaluate the quality of enlisted leadership, management and supervisory training by visiting,

briefing, and sitting on panels for professional military education facilities, First Term Airman Center, professional enhancement programs (enlisted, civilian and officer, when applicable), professional organizations, career assistance advisors, and junior enlisted councils. AFI36-2109 5 JANUARY 2021 31

Additionally, they review the curricula and effectiveness of the enlisted developmental programs.

14. Assist in the professional growth and mentoring of civilian and officer supervisors of enlisted, the organization's junior officers, and new squadron commanders, as required.
15. Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruitment efforts, and dormitory management.
16. Advise the group commander on enlisted promotions and performance reports.
17. Maintain a robust quarterly and annual recognition program.
18. Actively lead in the organization's fitness program.
19. Perform other duties as required and directed by their commander.