



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



NATIONWIDE

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT 30-AF-22

Open To: AFSC 8RX00 qualified members of the New Jersey Air National Guard and those AFSC 8RX00 qualified applicants eligible to become a member of the New Jersey Air National Guard. Must possess a Secret Clearance.

Position Title: RECRUITING FLIGHT CHIEF

PSN: 0070423534

Unit/Duty Location: 108th Wing, JBMDL, New Jersey

Open Date: 18 April 2022

Min/Max Grade Require: E6 / E7

Required AFSC: 8R200

Number of Positions: 1

Close Date: *open until filled*

Security Clearance: Secret

PULHES: N/A

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

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: Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the RRSEL. Supervise all GSU and wing Production Recruiter (PRs). Inform the RRSEL of all personnel issues. Serve as the primary recruiting on-the-job trainer. Monitor and train Unit Career Advisors (UCAs) and PRRs. Assist the RRS in establishing local R&R goals and production standards. Manage and administer retention programs. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds. Ensure applicable systems are utilized to their fullest capabilities. Coordinate monthly, at a minimum, with the RRSEL and Unit Manpower Document Monitor. Provide R&R statistics and analysis to the Wing/GSU Commander, on a monthly basis at a minimum, in coordination with the RRS. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRSEL. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI 36-101. MUST HAVE an overall knowledge of the ANG R&R PROGRAM. Appearance must project a favorable image of the ANG. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny. Completion of the ANG Recruiting and Retention Management Course within one year of assignment is mandatory.

Prior 8R000 with a minimum of 24 months experience is required for entry into this DAFSC per AF ECS 31 Oct 2021. Must possess a SECRET clearance and be able to obtain a TOP SECRET clearance. 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. No record of conviction by summary, special, or general courts-martial. 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. Fitness score of 80+ on last two assessments and no current exemptions.

Point Of Contact: Major Janal D. Thomas, Chief of Staff

Area of Consideration: AFSC 8RX00 qualified members of the New Jersey Air National Guard and those AFSC 8RX00 qualified applicants eligible to become a member of the New Jersey Air National Guard. Must possess a Secret Clearance.

Length of Tour: IAW ANGI 36-101, paragraph Chapter 6, Initial AGR tour orders are probationary. 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.

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 QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905.
2. 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.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
4. An applicant on a medical profile, to include pregnancy, 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 released.
5. Must meet any Special Requirements as specified on Position Description.
6. Failure to maintain a **SECRET** security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. You must be in a military status to apply for an AGR position.
9. 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.
10. 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.
11. 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 contained in Attachment 3 of ANGI36-101.
12. 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.
13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's 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 using the **[GLOBAL ELECTRONIC APPROVAL ROUTING SYSTEM \(GEARS\)](https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx)**. <https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx>

Please upload all documents as one (1) pdf. **Portfolio formats are NOT accepted.**

Title you're PDF: LastName_FirstName_VA# (i.e. LastName_FirstName_123-AF-22) if you are unable to submit your application encrypted please redact all PII.

DQ: include ONLY the required listed documentation. Submit all forms in their entirety. Additional documents will be removed and will not be forwarded to the selecting official. 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 (AGR) 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). Print and submit all pages (CAREER DATA BRIEF WILL NOT BE ACCEPTED)
5. **AF Form 422** - Must be obtained from Medical Group. Must be dated within the last 12 months.
6. **Air Force Fitness Management System (AFFMS)** - Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
7. **Current EP/OPR** - if you do not have one, submit your most current Airmen Comprehensive Assessment
8. **Contact Information** - on a separate sheet of paper.

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

This checklist/instruction sheet must be printed, 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.

Application Instructions:

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 using the **GLOBAL ELECTRONIC APPROVAL ROUTING SYSTEM** (GEARS) as **one PDF Format attachment**. See attached GEAR instructions for further details. 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 printed, 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 and a written 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. Submission of RIP indicates the applicant has reviewed the document and is attesting that all information is correct. If errors in information are found, attempt to have it correct at your FSS. If that is not possible in time for submission, annotate corrections to be made and include all supporting documentation with your application. HRO will NOT update your RIP, but will use the documentation in determining your qualifications. Career Record Brief WILL NOT be accepted.

_____ (Initials)

3. ___YES ___NO: **Current Flying History Report** (if applicable)

_____ (Initials)

4. YES NO: **AF 422 or DD Form 2992** (showing current physical PULHES) and PHA within the last 12 months. Working Copy will not be accepted.

_____ (Initials)

5. YES NO **Current AF Fitness Assessment with current Fit Test Score and Fit Test History:** Member must provide current documentation from fitness monitor showing they meet fitness standard score of 75 or higher IAW NGB/AIPOF Memorandum.

_____ (Initials)

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

_____ (Initials)

7. 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)

8. YES NO **CONTACT INFORMATION:** On a separate sheet of paper, provide your military email address and a valid contact phone number. Information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non- selection letter.

_____ (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:

(Signature and date)

Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101

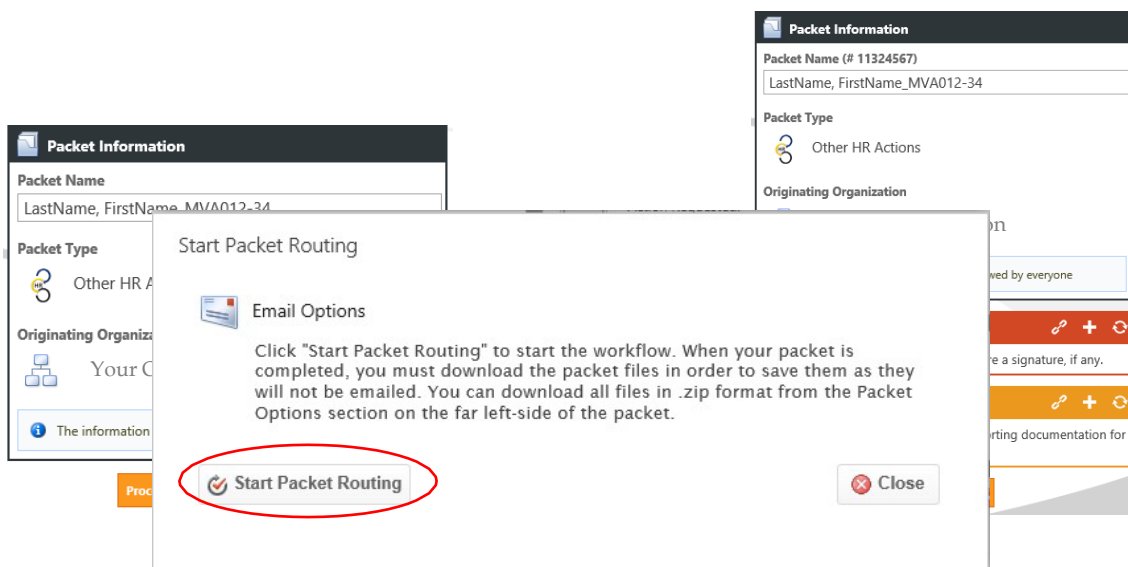
GEARS HOW-TO

<https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx>

(Depending on your CAC type you'll need to select your Authentication cert)

- Click on the link above or copy & paste into your web browser Select "GEARS version 5 (Site1)"
- Select the tab that reads NEW PACKET
- In the PACKET NAME box type: **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_VA012-34).
- Under PACKET TYPE, click on MAKE A SELECTION: Select "Other HR Actions"
- Under ORIGINATING ORGANIZATION: Select your organization – AIR FORCE – AIR NATIONAL GUARD – NEW JERSEY AIR NATIONAL GUARD (NJANG) – Lastly, select the unit you belong to (108th, 177th, JFHQ). Find your assigned base if not a member of NJ ANG. Ensure the box is checked that reads 'Make this my default organization.' Then click SELECT ORGANIZATION
- Click PROCEED TO THE NEXT STEP
- In the orange box that reads PACKET FILES click the plus (+) sign to upload/drag and drop your application. Ensure it is only one single pdf file only. Please name your file **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_012-34.) Click CLOSE.
- Click PROCEED TO THE NEXT STEP
- In the PACKET DISCUSSION/INSTRUCTIONS type: Attached is my application for VA # (type the VA number you are applying for). In the PACKET DUE BEFORE box: give at least 14 calendar days – choose 14 days even if it goes beyond the close out date listed on the advertisement. In the EACH ACTION GIVEN box: leave the default of 3 days.
- Click ADD THE ROUTE
- Click ADD A USER/GROUP
- Type the following group name: NJ ANG AGR MANAGER
- Select Decision/Signature
- Click the 'blue' plus (+) sign
- Click ADD A USER/GROUP again
- Type YOUR last name, first name; select your name
- Select Concur/Nonconcur
- Click SUBMIT PACKET
- Click START PACKET ROUTING
- Please make note of your Packet Name (# 12345678) a.k.a GEARS Routing Number

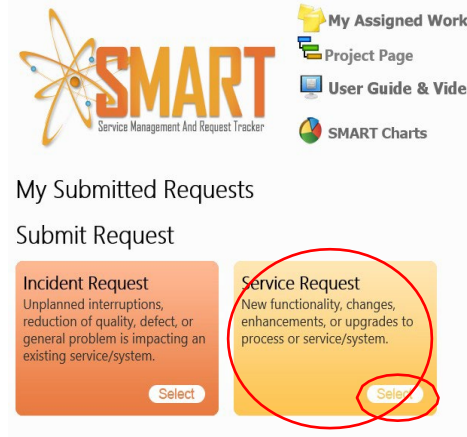
You will receive a GEARS reply when your application has been downloaded and filed by our office. Any questions please contact HRO Air AGR Branch at 609-562-0437. Continue to instructions on last page if not receiving notifications.



If you do not receive a notification in GEARS do the following:

[Update your email in milConnect and submit a Helpdesk ticket at https://army.deps.mil/NETCOM/sites/g6/SMART/SitePages/smartHome.aspx](https://army.deps.mil/NETCOM/sites/g6/SMART/SitePages/smartHome.aspx)

- Click on the link above or copy & paste into your web browser, and select the box that reads SERVICE REQUEST
- In the Service Request Title box type: e-mail Notifications
- In the Requestor box if your user name is not populated, click on the directory icon on the right and search for your user.
- In the Contact Phone # box type your contact number.
- In the Requestor Organization box search and select "AIR FORCE" in the dropdown menu.
- In the Platform box search and select "NETCOM SharePoint" in the dropdown menu.
- In the Component box search and select "ALERTS" in the dropdown menu.
- In the Detailed Description box type: "After transitioning to the Air Force new e-mail server I have not been able to receive email notifications from GEARS, and I do not know how to update it. I have already updated my email in milConnect as recommended, but the issue still persists. My new email is **YOUR EMAIL.US.AF.MIL** (for example; minnie.mouse@us.af.mil)"
- In the URL/Link box copy and paste the URL from GEARS from your browser



SMART

Submit a New Service Request

Service Request Title * e-mail Notifications

Requestor * Last, First Rank USAF NG FLANG (USA)
Enter users separated with semicolons.

Contact Phone # * XXX-XXX-XXXX

Requestor Organization * Air Force

Platform * NETCOM SharePoint
Select the affected/target platform

Component * Alerts

Is a VIP being affected? No

Detailed Description * *After transitioning to the Air Force new e-mail server I have not been able to receive email notifications from GEARS, and I do not know how to update it. I have already updated my email in milConnect as recommended, but the issue still persists. My new email is YOUR EMAIL.US.AF.MIL (for example; minnie.mouse@us.af.mil)*

Include all requirements, specific time requests, and impact assessment. Please include deadline dates with an explanation.

URL/Link * https://army.deps.mil/netcom/sites/GEARS5/Live/web/Actions.aspx
Enter the URL of the resource being affected in this request. For more than one URL, enter them into the Detailed Description field.

Save Cancel