



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



ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT 35-AF-23

Open To: Nationwide qualified AFSC 8RX00 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 secret clearance.

Position Title: Recruiting Flight Chief

PSN: 0070423534

Unit/Duty Location: JFHQ, JB-MDL, New Jersey

Open Date: 03 January 2023

Min/Max Grade Require: E6/E7

Required AFSC: 8RX00

Duty AFSC: 8R200

Number of Positions: 1

Close Date: Open Until Filled

Security Clearance: Secret

PULHES: N/A

ASVAB: 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 in ANG is mandatory for entry into this DAFSC.**

Point Of Contact: Floyd Henry, SMSgt, JFHQ- Air Senior Enlisted Leader

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.

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. Must have passing fitness score and no current exemptions.

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.

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.
3. Must meet any Special Requirements as specified on Position Description.
4. Failure to maintain required security clearance could result in removal from the AGR program.
5. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
6. You must be in a military status to apply for an AGR position.
7. 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.
8. 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.
9. 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**.
10. 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.
11. 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 using the **[GLOBAL ELECTRONIC APPROVAL ROUTING SYSTEM](https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx)** (GEARS). <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.

- 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
 - **CAREER DATA BRIEF WILL NOT BE ACCEPTED**
 5. **AF Form 422** – Obtained through My IMR/ASIMS. Should be dated within the last 12 months.
 - <https://asimsimr.health.mil/imr/myIMR.aspx>
 6. **MyFitness** – Current passing test within last 12 months.
 7. **Current EP/OPR** - if you do not have one, submit your most current Airmen Comprehensive Assessment
 8. **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 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 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

MEMORANDUM FOR NGNJ HRO AGR

FROM:

SUBJECT: Inability Retire as AGR Statement of Understanding

1. I, _____, 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.

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)"

GEARS version 5 (Site 1)
Live - Current production version



- 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_AF-12-34.) 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/Non-concur

IT SHOULD LOOK LIKE THIS

The screenshot displays a multi-step packet submission process. The top section, highlighted with an orange border, includes:

- Skierski, Christian CIV USAF 117 MXG (USA)**: Packet POC. Instruction: "Make someone else the POC".
- Packet Discussion/Instructions:** A text area containing "LastName, FirstName_Position Announcement Number (for example; Mouse, Mickey_AF 12 34.) Click CLOSE".
- Packet Recommendation:** A field with the instruction "Add the recommendation box".
- Packet Due Before:** A date field set to "05/27/2022".
- Each Action Given:** A field set to "3" with a "Day(s)" dropdown menu.

Below this are three intermediate routing screens, each with a "+" icon below it:

- NJ ANG AGR MANAGER**: Action Requested: "Decision/Signature".
- Skierski, Christian CIV USAF 117 MXG (USA)**: Action Requested: "Consent/Nonconsent".

The bottom section, highlighted with a purple border, contains two buttons:

- Save as pre-defined route**
- Submit packet**

- 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.

Packet Information

Packet Name
LastName, FirstName_MVA012-34

Packet Type
Other HR Actions

Originating Organization
Your Organization

The information in this box can be viewed by everyone

Proceed to the next step »

Packet Information

Packet Name (# 11324567)
LastName, FirstName_MVA012-34

Packet Type
Other HR Actions

Originating Organization
Your Organization


The information in this box can be viewed by everyone

Signature Files
Add only the documents here that require a signature, if any.

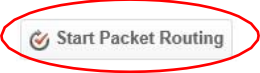
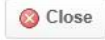
Packet Files
Add all others files here, including supporting documentation for signature files.

Proceed to the next step »

Start Packet Routing

 **Email Options**

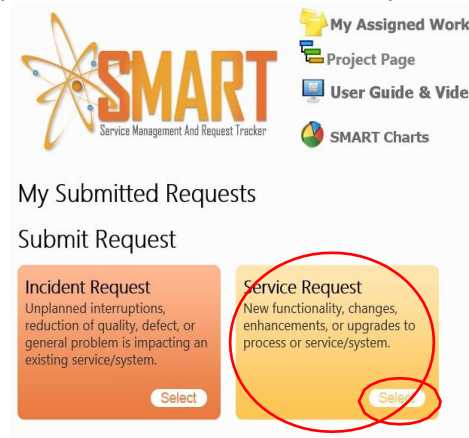
Click "Start Packet Routing" to start the workflow. When your packet is completed, you must download the packet files in order to save them as they will not be emailed. You can download all files in .zip format from the Packet Options section on the far left-side of the packet.

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>

- 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 persist. 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 persist. My new email is YOUR EMAIL.US.AF.MIL (for example: minnie.mouse@us.af.mil)

URL/Link * https://army.deps.mil/netcom/sites/GEARS/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