



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



## ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT 53-AF-23

**Open To:** Members of the New Jersey Air National Guard or those eligible to become members. Must hold AFSC 1A2XX with a minimum ASVAB General Score of 57. Must possess a secret and be able obtain/maintain a Top Secret security clearance.

**Position Title:** Aircraft Loadmaster

**PSN:** 0082869934

**Unit/Duty Location:** 150<sup>th</sup> Special Ops, JB-MDL, NJ

**Open Date:** 18 APRIL 2023

**Min/Max Grade Require:** E5/E6

**Required AFSC:** 1A2XX

**Duty AFSC:** 1A2X1

**Number of Positions:** 1

**Close Date:** 18 MAY 2023

**Security Clearance:** Secret

**PULHES:** N/A

**ASVAB:** General Score=57

*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:** Receives and accomplishes cargo/passenger load planning, briefing, reviews load plan and cargo documentation, if required. Accomplishes preflight inspection of aerospace ground equipment and applies external power to the aircraft. Operates aircraft radio systems. Accomplishes pre-flight inspection of the aircraft and cargo/airdrop systems according to flight manual procedures. Supervises cargo/passenger loading and off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Operates the aircraft winch to on/offload cargo. Ensures cargo/passengers are placed according to load plans. Determines cargo restraints requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests. Ensures availability of fleet service equipment and passenger comfort items. Receives and signs receipts for and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Computes and completes aircraft weight and balance documentation either manually or electronically. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning). Accomplishes in-flight checks according to flight manual procedures. Monitors cargo and provides for passenger comfort. Reviews and completes required aircraft forms documentation and border clearance requirements. Airdrop qualified Loadmasters only: Conducts cargo and personnel airdrops according to directives. Attaches extraction parachutes to cargo and platforms. Inspects cargo and platforms, extraction systems and connects static lines. Checks tiedowns, parachutes, containers, suspension systems, and extraction systems to ensure proper cargo extraction or release. Operates aircraft airdrop systems and supervises cargo and paratroopers exiting the aircraft.

**Point Of Contact:** Markiss Jones, SMSgt, 150 SOS, LM Superintendent

**Area of Consideration:** Members of the New Jersey Air National Guard or those eligible to become members. Must hold AFSC 1A2XX with a minimum ASVAB General Score of 57. Must possess a secret and be able obtain/maintain a Top Secret security clearance.

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**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.

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**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).

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## **MINIMUM AGR QUALIFICATION REQUIREMENTS**

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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** contained in **Attachment 3** of ANGI36-101.
  - Statement of Understanding is attached to application.
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.

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**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.

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**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.*

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**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.

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

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## APPLICATION REQUIREMENTS

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Applications must be sent electronically using the **GLOBAL ELECTRONIC APPROVAL ROUTING SYSTEM (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. **MyFitness** – Current passing test within last 12 months.
6. **Current EP/OPR** - if you do not have one, submit your most current 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.njarnng.list.nj-job-submission-agr-air@mail.mil](mailto:ng.nj.njarnng.list.nj-job-submission-agr-air@mail.mil)

**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.*

### **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 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.
  - 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.**

- AF 422- Obtained through My IMR/ASIMS. Should be dated within the last 12 months.
- <https://asimsimr.health.mil/imr/myIMR.aspx>

\_\_\_\_\_ (Initials)

5.  YES  NO **Report of Individual Fitness from MyFitness through MyFSS**

- Report must include current and passing Fit Test Score and Fit Test History.

\_\_\_\_\_ (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.**

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

\_\_\_\_\_ (Initials)

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***HRO is not responsible for any inconsistencies when using electronic means to transmit job applications.***

Questions or concerns can be emailed to: [ng.nj.njarnng.list.nj-job-submission-agr-air@mail.mil](mailto:ng.nj.njarnng.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:

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\_\_\_\_\_ (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**

Day Month Year

MEMORANDUM FOR NGNJ HRO AGR

FROM: Rank FirstName LastName

SUBJECT: 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) (Date)

## GEARS HOW-TO

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

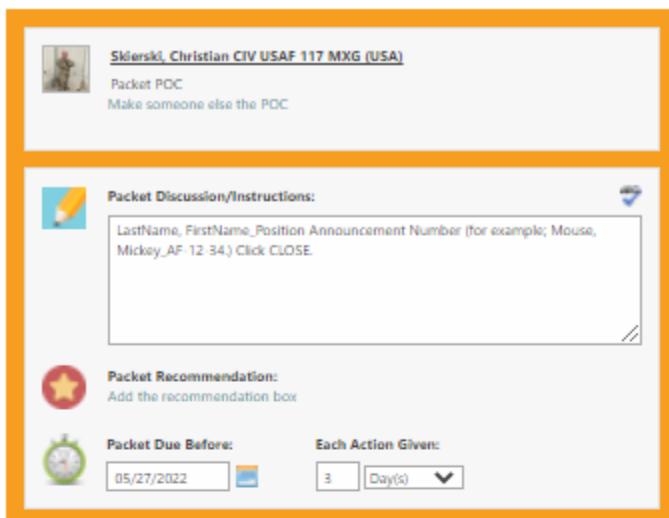
(Depending on your CAC type you'll need to select your Authentication cert)

- 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\_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\*\*\*

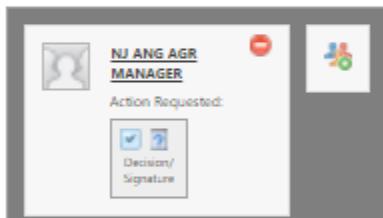


Skierski, Christian CIV USAF 117 MXG (USA)  
Packet POC  
Make someone else the POC

Packet Discussion/Instructions:  
LastName, FirstName\_Position Announcement Number (for example; Mouse, Mickey\_AF-12 34.) Click CLOSE.

Packet Recommendation:

Packet Due Before: 05/27/2022 Each Action Given: 3 Day(s)



NJ ANG AGR MANAGER

Action Requested:

Decision/Signature



Skierski, Christian CIV USAF 117 MXG (USA)

Action Requested:

Concur/Nonconcur



Save as pre-defined route

Submit packet

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- 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

**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 other files here, including supporting documentation for signature files.

[Proceed to the next step »](#)

[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.

↻ **Start Packet Routing**

✖ **Close**

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 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 \*

Requestor \*

Contact Phone # \*

Requestor Organization \*

Platform \*

Select the affected/target platform

Component \*

Is a VIP being affected?

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 assessments. Please include deadline dates with an explanation.

URL/Link \*   
https://army.deps.mil/NETCOM/sites/g6/SMART/SitePages/smartHome.aspx

Enter the URL of the resource being affected in this request. For more than one URL, enter them into the Detailed Description field.