



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



## ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT 56-AF-21

**Open To:** Current members of the 108<sup>th</sup> Wing, New Jersey Air National Guard. Must be able to obtain AFSC 3F5XX within one year of hire. Experience in 3F5 (former 3D) or 3F0 (former 3S) preferred. **MUST POSSESS A SECURITY CLEARANCE OF SECRET**

**Position Title: ADMINISTRATIVE CRAFTSMAN**

**Unit/Duty Location:** 108<sup>th</sup> Wing, JB-MDL, New Jersey

**Open Date:** 31 March 2021

**Min/Max Grade Required:** E6/E7

**Required AFSC: must become qualified**

**Duty AFSC:** 3 F 5 X X

**Number of Positions:** 1

**Close Date:** 3 May 2021

**Security Clearance:** Secret

**PULHES:** N/A

**ASVAB:**

*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:** Serves as the primary advisor to the Commander for all unit administrative support functions. Serves as the unit personnel database and automated orders system coordinator. Plans, organizes, directs, and oversees the implementation of electronic media and computer systems within the section and throughout the administrative functions of the squadron. Identifies, maintains, and protects official records. Ensures technicians are aware of policies, procedures and practices of senior management as they relate to the work of the unit. Accomplishes or assists in accomplishing a variety of military personnel transactions including appointments, enlistments, separations, promotions, duty assignments, transfers, officer and enlisted evaluations, line of duty actions, security clearances, retirements, applications for school, payroll actions, and other personnel and pay actions, and forwards same to a higher level military personnel or finance office. Performs work relating to unit mobility requirements including establishment of mobility folders, passports, publication of special orders, etc. Generates complex queries and reports. Prepares correspondences, reports and requests for full time personnel actions, to include promotion, periodic increases and termination. Performs the following computer related duties requiring practical knowledge of standard procedures of information technology workgroup administration and management, of technologically advanced and independent computer systems and applications to include Microsoft Office, and/or other such automated systems that are acquired and distributed to ANG units. Performs other duties as assigned

**Point Of Contact:** CMSgt Carmine Giangeruso

**Area of Consideration:** Current members of the 108<sup>th</sup> Wing, New Jersey Air National Guard. Must be able to obtain AFSC within one year of hire. **MUST POSSESS A SECURITY CLEARANCE OF SECRET**

**Length of Tour:** IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years, and constitutes the Probationary Period. 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).

**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

## 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

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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

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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.

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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

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## APPLICATION REQUIREMENTS

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Applications must be sent electronically by email.

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

Title your PDF: LastName\_FirstName\_VA# (i.e. LastName\_FirstName\_123-AF-20)

If you are unable to submit your application encrypted please redact all PII.

During the email address transitions, Email your application to the following addresses:

[sharon.marrazzo@us.af.mil](mailto:sharon.marrazzo@us.af.mil)

[christian.skierski.1@us.af.mil](mailto:christian.skierski.1@us.af.mil)

[christian.skierski.civ@mail.mil](mailto:christian.skierski.civ@mail.mil)

[sharon.h.marrazzo.civ@mail.mil](mailto:sharon.h.marrazzo.civ@mail.mil)

**DO: 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. **NGB Form 34 -1** - (Application for Active Guard Reserve (AGR) Position) signed. Ensure an explanation is attached for required answers given in Section IV.
3. Current **Report of Individual Personnel (RIP)**: Obtained only from Virtual Military Personnel Flight (vMPF). Print and submit all pages (please do not send a career data brief)
4. **AF Form 422** - Must be obtained from Medical Group. Must be dated within the last 12 months.
5. **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.
6. **Current, Unexpired State Driver License**, all items must be clear.
7. **Contact Information**: on a separate sheet of paper.

### **AFTER SUBMITTING YOUR APPLICATION FOR AN AIR AGR POSITION**

You will receive an email acknowledging receipt by the HRO within 5 business days.

If you do not receive an acknowledgement after 5 business days, please call 609-562-0860.

When calling, please call during normal business hours as the work phone is forwarded to a personal cell during base shut down.

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](mailto: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.

**11-AGR Branch will not accept mailed or hand carried applications.**

**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. To ensure protection of PII, email should be sent ENCRYPTED from your .mil email account. Be advised that any document sent from any other email account could cause a reportable PII breach. If you are unable to send your application encrypted from a .mil account please contact this office for another course of action, being sure to allow enough time to accomplish submission prior to closing date/time.

E-mail must be sent to [ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil](mailto:ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil) in PDF FORMAT. Subject line **must read " LastName, FirstName\_VA# (i.e. LastName, FirstName\_123-18)"**. Electronic applications will be submitted as one PDF Format attachment. 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 form must be completed and included in your application submission.

- Yes  No 1. Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111. This form can be downloaded from the New Jersey DMAVA webpage. Previous versions of the form will not be accepted. Application must be signed and written explanations for YES answers must be provided within the application packet.  
 (Initials)
- Yes  No 2. Current Report of Individual Personnel (RIP) from Force Support Squadron (FSS) or Virtual Military Personnel Flight (vMPF): must be signed on the last page by the 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 corrected 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.  
 (Initials)
- Yes  No 3. Current Flying History Report (if applicable)  
 (Initials)
- Yes  No 4. AF 422 or DD Form 2992 (showing current physical PULHES) and PHA within the last 12 months. Working Copy will not be accepted.  
 (Initials)
- Yes  No 5. 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

\_\_\_\_(Initials) **standard score of 75 or higher** IAW NGB/AIPOF Memorandum, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101.

\_\_\_ **Yes** \_\_\_ **No** **6. Current, Unexpired State Driver License**, all items must be clear.

\_\_\_ **Yes** \_\_\_ **No** **7. 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 \_\_\_ **N/A** for this position. **Reduction will not occur until the day before initial AGR tour.**

\_\_\_ **Yes** \_\_\_ **No** **8. CONTACT INFORMATION:** on a separate sheet of paper, provide your military email address and a valid contact phone number. This 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.

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

*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](mailto: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.***

**This checklist/instruction sheet must be printed, initialed/signed and included as the first page of your application.**

***I have read and understand all the Application Instructions:***

\_\_\_\_\_  
***(Signature and date)***