



**STATE OF NEW JERSEY  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
ONE TIME OCCASIONAL TOUR (OTOT)  
ANNOUNCEMENT**

**ONE TIME OCCASIONAL TOUR (OTOT)  
ANNOUNCEMENT NUMBER: 20-OT-19**

**POSITION TITLE:** Source Intel Officer

**OPENING DATE:** 19 October 2020

**CLOSING DATE:** 19 November 2020

**ACTIVE DUTY TOUR:** One Time Occasional Tour (OTOT) with a **projected start date of 01 December 2020 and an end date of 30 November 2023**. Acceptance and completion of this tour **does not constitute AGR Career Status**. This is a single term, non-renewable tour. Selectees for this position are eligible to apply for other AGR Announcements in an effort to a secure Career Status tour.

**DUTY STATION:** J2, Joint Staff Element, JFHQ 131 Eggerts Crossing Road Lawrenceville, NJ 08648

**AOC:** 35D or 350F

**MILITARY GRADE:** This announcement is open to Army Officers in the ranks of O1-O2 or Army Warrant Officers in the ranks of CW2-CW3.

**AREA OF CONSIDERATION:** Current members of the New Jersey Army National Guard who possess the Military Grade and AOC listed.

**DUTY DESCRIPTION:** The G/J2 Program Manager will be responsible for the day-to-day management of Intelligence and Security programs for the New Jersey National. Programs include but not limited to: Personnel Security, Physical Security, Information Security, Industrial Security, Foreign Disclosure, Threat Awareness and Reporting, Sensitive Compartmented Information, Intelligence Oversight, and Incident Awareness and Assessment. The PM is also required to coordinate with state Military Intelligence personnel and units for MI Training budget requests utilizing the FOUNDRY platform, equipment fielding, and supporting exercises and real-world missions. The PM also will interact frequently with internal and external senior level members to include inter-agency partners and customer representatives concerning training and education, projects, operational decisions, contracts, and strategies. Must be comfortable leading briefings for all echelons ranging from subordinate level to high level meetings.

**SPECIAL REQUIREMENTS:** Must possess a favorable and fully adjudicated TS/SCI Security Clearance or be eligible to attain this level of clearance. Must have completed or be eligible to complete the following courses within 12 months of orders start date: Special Security Officer (SSO) Course, Security Manager's Course, Suitability and Adjudications Course, Conventional Physical Security Crime Preventions Course Army Foreign Disclosure Officer Certification Course and Incident Awareness and Assessment (IAA) Course.

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

**REQUIRED SECURITY CLEARANCE:** Must have a secret clearance.



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**GENERAL ELIGIBILITY REQUIREMENTS:**

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA) within 12 months on file.
4. Applicants transferring between States or entering this tour from Active Duty status without a break in service must have a current PHA.
5. Applicant must be certified drug free.
6. Applicant must have been tested for HIV within the past 24 months.
7. Applicant must meet physical standards of AR 600-9.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants must be at least 18 years of age and not more than 55 years old.
10. Applicant must not be entitled to receive Federal Military Retired Pay.
11. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from the date of REFRAD.
12. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program, are not eligible to re-enter the program.
13. Applicant cannot have more than 15-years of federal active service.

**HOW TO APPLY:** Follow the steps below:

1. Ensure that you meet the General Eligibility Requirements. (See above)
2. NGB Form 34-1: Please see page 5 of this announcement
3. Complete the OTOT Application Packet Checklist. (Pg. 3)
4. The J1-AGR Branch will not accept mailed or hand carried packets. Submit your application packet by Email. In the subject line please type: J1-HRO, the OTOT Announcement number, and your last name. Email your packet in a **single PDF document** to the following email address:  
**horace.b.bethea.mil@mail.mil**
5. Your application packet must be received prior to midnight EST on the closing date: **19 November 2020**

**POINT OF CONTACT:** J1-AGR Branch Phone: (609) 562-0512 Email: **horace.b.bethea.mil@mail.mil**



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**OTOT CHECKLIST**

I, \_\_\_\_\_, confirm that the following items have been provided in my OTOT Vacancy Opportunity Application Packet.

- \_\_\_\_\_ 1. NGB Form 34-1, Application for a OTOT. On a separate sheet fully explaining any "Yes" answers to any questions in Section IV. Make sure that you enter the OTOT Announcement number and job title on your NGB Form 34-1. Sign and date your NGB Form 34-1. Ensure that all entries are legible and completed fully.
- \_\_\_\_\_ 2. Officer Record Brief (ORB) certified within the past 30 days. Please make sure your print the ORB without the DA Photo
- \_\_\_\_\_ 3. Current NGB Form 23-B (Retirement Points History Statement).
- \_\_\_\_\_ 4. Individual Medical Readiness Form (Physical Health Assessment date must be within 12 months). Log into AKO, Self Service Tab, My Medical Readiness, click the MEDPROS picture and it will direct you to the MEDPROS link. Click IMR Record under Forms.
- \_\_\_\_\_ 5. Screenshot of Digital Training Management System (DTMS) of the current APFT and HT/WT. Log into AKO, Click on "MT2: MY Training" Tab, Click on "Physical Training" tab in DTMS box, print screen. Provide a copy of your DA 5500/5501 if applicable.
- \_\_\_\_\_ 6. Last 3 OERs. Personnel who do not have 3 OERs, must submit a memorandum explaining the circumstances. Newly promoted Soldiers must submit a letters of recommendation from his/her military leadership. Letters of recommendation must be dated within 3 months of the OTOT Opportunity.
- \_\_\_\_\_ 7. All DD Forms 214, substantiating every period of Active Duty Service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).
- \_\_\_\_\_ 8. JPAS Statement (Evidence of Security Clearance).
- \_\_\_\_\_ 9. Photocopy of your current, valid civilian motor vehicle driver's license. All data must be readable. Individuals with suspended driving privileges are not eligible to apply.
- \_\_\_\_\_ 10. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts.
- \_\_\_\_\_ 11. Contact Info. On a separate sheet of paper, provide your civilian and military email addresses and the best contact telephone number. This information will be used to contact you for an interview. Your email address will also be used to transmit your selection/non-selection letter.
- \_\_\_\_\_ 12. Fulltime technicians must provide a signed memorandum from the fulltime supervisor stating he/she is aware of the applicant's submission.
- \_\_\_\_\_ 13. I do not have more than 15 years of federal active service.

Applicant Signature: \_\_\_\_\_

**APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW  
WILL BE RETURNED WITHOUT FURTHER CONSIDERATION.**

**POINT OF CONTACT: J1-AGR Branch at (609) 562-0512.**

**APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION**

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

**PRIVACY ACT STATEMENT****AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.**PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for State records. For organizational use only.**ROUTINE USES:** None.**DISCLOSURE:** Voluntary, however if not provided you will not be considered for the AGR program.

POSITION ANNOUNCEMENT #	POSITION TITLE		
NAME (Last, First, Middle)			DATE OF BIRTH (yyyymmdd)
CURRENT HOME ADDRESS (Street, City, State, Zip Code)			HOME PHONE OFFICE PHONE
DATE OF ENLISTMENT (Enlisted)	GRADE	MOS/SSI/AFSC	ETS DATE
DATE OF FEDERAL RECOGNITION (Officer/WO)	GRADE	BRANCH	MRD DATE
SECURITY CLEARANCE			

**SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS**

1. COLLEGE OR UNIVERSITY (Accredited Colleges only, attach separate sheet(s) if necessary.)

Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Chief Undergraduate Subject					
Chief Graduate Subject					

2. OTHER SCHOOLS OR TRAINING (Vocational, Trade or Business)

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS (Examples - Special skills and qualifications, word processing speed (WPM), certifications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)

**SECTION II - EMPLOYMENT HISTORY**May we contact your present employer regarding your character, qualification, and record of employment?  
(A "NO" answer will not affect your consideration for employment.)CHECK ONE:  YES  NO

1. NAME AND ADDRESS OF CURRENT EMPLOYER	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER	NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING		
DESCRIPTION OF WORK (Describe your specific responsibilities and accomplishments)			

**SECTION II - EMPLOYMENT HISTORY (Continued)**

**OTHER EMPLOYMENT**

May we contact this employer regarding your character, qualification, and record of employment?  
(A "NO" answer will not affect your consideration for employment.)

CHECK ONE:  YES  NO

2. NAME AND ADDRESS OF PRIOR EMPLOYER	DATES EMPLOYED	AVERAGE HRS. PER WEEK
	FROM	TO

TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER	NUMBER OF EMPLOYEES YOU SUPERVISED
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TYPE OF BUSINESS	YOUR REASON FOR LEAVING
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DESCRIPTION OF WORK *(Describe your specific responsibilities and accomplishments)*

**SECTION III - MILITARY HISTORY**

**1. MILITARY SERVICE** *(Start with most recent service and show changes in grade and duty in reverse chronological order.)*

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

**2. MILITARY TRAINING**

**FORMAL MILITARY SCHOOLING COMPLETED**

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

**3. MILITARY QUALIFICATIONS** *(List any primary MOS/SSI which has been awarded on orders.)*

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED <i>(Service School, On the Job Training, Civilian Experience, etc.)</i>

**4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS**

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

**SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE**

		<i>(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 &amp; 17). Attach a separate sheet of paper if more space is necessary.</i>	
YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1. Within the last five years, have you been fired for any reason?	
<input type="checkbox"/>	<input type="checkbox"/>	2. Within the last five years, have you quit a job after being notified that you would be fired?	
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?	
<input type="checkbox"/>	<input type="checkbox"/>	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?	
<input type="checkbox"/>	<input type="checkbox"/>	5. While in the military, have you ever been convicted by a General Court Martial?	
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the United States Government employ, in a civilian capacity or as a member of the Armed Forces, any relative of yours by blood or marriage?	
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?	
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been removed from military service due to unsuitability?	
<input type="checkbox"/>	<input type="checkbox"/>	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?	
<input type="checkbox"/>	<input type="checkbox"/>	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?	
<input type="checkbox"/>	<input type="checkbox"/>	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?	
<input type="checkbox"/>	<input type="checkbox"/>	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including, but not limited to, relief from command in the past year?	
<input type="checkbox"/>	<input type="checkbox"/>	13. Do you currently possess or is a report of suspension of favorable actions pending?	
<input type="checkbox"/>	<input type="checkbox"/>	14. Have you voluntarily separated from the AGR Program in any State for one or more days within the past year? (ARNG Applicants Only)	
<input type="checkbox"/>	<input type="checkbox"/>	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?	
<input type="checkbox"/>	<input type="checkbox"/>	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by State Headquarters or Department of the Army Headquarters within the past 12 months?	
<input type="checkbox"/>	<input type="checkbox"/>	17. Have you met the minimum physical fitness requirements for each component as specified by AR 600-9 (Army) or AFI 36-2905 (Air Force)?	

**SECTION V - CONTINUATION/REMARKS**

*Use the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach separate sheet(s) of paper if more space is necessary.*

**SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION**

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.	SIGNATURE	DATE