



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

**ONE-TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT NUMBER: 26-OTOT-04**

POSITION TITLE: TAG Aide de Camp

OPENING DATE: 21 November 2025

CLOSING DATE: 20 December 2025

ACTIVE DUTY TOUR: This is a three (3) year one-time occasional tour (OTOT). Acceptance and completion of this tour does not constitute AGR Career Status. This is a single term, non-renewable tour.

DUTY STATION: JFHQ-TAG Office, 101 Eggerts Crossing Road Lawrenceville, NJ 08648

MOS: Immaterial

MILITARY GRADE: This announcement is open to personnel in the grades of O2-O3 (Soldiers in the grade of O2 must have at least 2 years TIG from start date of 01 Feb 2026).

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

DUTY DESCRIPTION: Plans and assigns work to be accomplished by subordinates in a variety of unit functions. Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Formulates, oversees and evaluates the overall training programs for the command. Develops yearly, short- and long-range training plans. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Prepares and submits annual budget requirements to higher headquarters based on yearly training guidance and training calendar. Prepares and provides guidance on training eligibility requirements. Directs scheduling and coordination for the use of training sites and facilities. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Serves as security coordinator for the command. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Represents the National Guard in the community. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Performs other duties as assigned.

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

REQUIRED SECURITY CLEARANCE: Applicants must have or be eligible to receive a secret clearance.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must the medical qualifications of AR 40-51.



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3. Applicant must have a current Physical Health Assessment (PHA) within 12 months on file.
4. Applicant must be certified drug free.
5. Applicant must have been tested for HIV within the past 24 months.
6. Applicant must meet physical standards of AR 600-9.
7. Applicant must have a passing record ACFT/AFT current within 6 months.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants must be at least 21 years of age and not more than 55 years old.
10. Applicant must not be entitled to receive Federal Military Retired Pay.
11. Applicant must be able to serve at least 3 years on an active-duty tour.
12. Applicants who have been involuntarily separated from the AGR program are not eligible to re-enter the program within 36 months of release from active duty, unless an approved waiver has been issued by National Guard Bureau.

HOW TO APPLY: Follow the steps below

1. Ensure that you meet the Basic Eligibility Requirements. (See below)
2. NGB Form 34-1 Application for AGR Position: **See page 4 of this announcement**
3. Complete the OTOT Application Packet Checklist. (Pg. 3)
4. The HRO-AGR Branch will not accept mailed or hand carried packets. Submit your application packet by Email. In the subject line please type: HRO, the OTOT announcement number, and your last name (HRO/26-OTOT-04/Doe). **WE WILL NOT ACCEPT PACKETS THAT ARE ADOBE PORTFOLIOS. THE PDF MUST BE SCANNED INTO ONE SINGLE DOCUMENT** and forwarded to the following Email: ng.nj.njarnq.list.ifhq-j1-army-agr@army.mil.
5. Your application packet must be received prior to midnight EST on the closing date: **20 December 2025**

POINT OF CONTACT: HRO-AGR Branch at ng.nj.njarnq.list.ifhq-j1-army-agr@army.mil. Please put HRO, the OTOT announcement number, and your last name (HRO/26-OTOT-04/Doe) in subject line of email.



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OTOT CHECKLIST

I, _____, confirm that the following items have been provided in my One-Time Occasional Tour (OTOT) application packet.

_____ 1. NGB Form 34-1, Application for AGR Position. 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. Selection Board Soldier Record Brief (ORB) certified **within the past 30 days**. **Please make sure you print the SRB without the DA photo.**

_____ 3. Current Retirement Accounting Statement from IPPS-A (formerly NGB Form 23A).

_____ 4. Individual Medical Readiness Form (**Physical Health Assessment date must be within 12 months of the announcement closing date**). To access MEDPROS go to <https://medpros.mods.army.mil/MEDPROSNew/secure/medical/imr2.aspx>. Click on "Your Individual MEDPROS Record. Under **"Forms"** click on **IMR Record**.

_____ 5. Screenshot of Digital Training Management System (DTMS) of the current record ACFT/AFT and HT/WT (**must be within 6 months of the closing date of the announcement**). In the event you cannot obtain a screenshot, a DA Form 705 and DA Form 5500/5501 will be accepted with a signed memorandum for record from someone in your full-time chain of command stating the forms have been certified as valid record tests. An Individual Training Report (ITR) will not be accepted. Provide memorandum for any discrepancy.

_____ 6. Last 3 Evaluations (OER). **Personnel who do not have 3 evaluations must submit a memorandum explaining the circumstances.** Personnel without 3 Evaluations must submit letters of recommendation from his/her military leadership dated within 3 months of the Vacancy Announcement (one letter for each missing evaluation).

_____ 7. All DD Forms 214, substantiating every period of active-duty service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).

_____ 8. Provide a Security Clearance Verification Memorandum from your unit or Battalion DISS Manager (NACLC, Secret, etc.) **current within 30 days of the announcement closing date**.

_____ 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 qualifications. 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.

Applicant Signature: _____

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT, OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED FOR CORRECTION SO LONG AS THE APPLICATION WAS SUBMITTED PRIOR TO DEADLINE. APPLICATIONS SUBMITTED AFTER DEADLINE WILL BE RETURNED WITHOUT ACTION OR CONSIDERATION.
POINT OF CONTACT: HRO-AGR Branch at ng.nj.njarng.list.jfhq-j1-army-agr@army.mil

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

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS1. 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 | |
| TYPE OF BUSINESS | YOUR REASON FOR LEAVING | | | |
| DESCRIPTION OF WORK <i>(Describe your specific responsibilities and accomplishments)</i> | | | | |

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 |
|------|----|----|----------|----|-------|--------------|------|
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2. MILITARY TRAINING**FORMAL MILITARY SCHOOLING COMPLETED**

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

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

YES NO

(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach a separate sheet of paper if more space is necessary.

- | | | |
|--------------------------|--------------------------|--|
| <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