



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



This announcement must be posted on unit bulletin boards until the day following the closing date

ANNOUNCEMENT NUMBER 62-AF-19

THIS ANNOUNCEMENT HAS NEW APPLICATION PROCEDURES PLEASE READ ENTIRE ANNOUNCEMENT CAREFULLY

J1-AGR Branch will not accept mailed or hand carried applications.

ONLY Electronic applications will be submitted as one PDF format attachment.

Position Title: ADMINISTRATIVE SUPPORT
TECHNICIAN

AFSC: 3F5X1

Opening Date: 22 April 2019

Closing Date: 6 May 2019

Duty Station: 177th Fighter Wing, Egg Harbor Township, New Jersey

Military Assignment: 177th Fighter Wing, Egg Harbor Township, New Jersey

Military Grade: Minimum: SSgt/E5 \$2,393.40 - \$3,396.60 (base pay range per month)

Maximum: MSgt/E7 \$2,875.70 - \$5,167.50 (base pay range per month)

your pay will depend on your years of service; you will also receive other allowances for rations, housing, uniforms, and cost of living

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, United States Code.

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.

Area of Consideration: MEMBERS OF THE 177th FIGHTER WING, NEW JERSEY AIR NATIONAL GUARD. Must possess a minimum ASVAB score of 47 in area Administrative. Selectee has one year to become AFSC qualified.

MUST POSSESS A SECURITY CLEARANCE OF SECRET.

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 Diana Samborski, Superintendent, Logistics Readiness Squadron

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

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.

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.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet physical standards of AFI 36-2905.
2. Must not be under current suspension of unfavorable personnel actions.
3. Applicant must not be entitled to receive federal military retired or retainer pay.
4. 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.
5. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 attachment 3.

INITIAL ENTRY QUALIFICATIONS:

1. Must meet entry requirements of ANGI 36-101.
2. Must be medically qualified under AFI 48-123. You must be medically certified as drug free, be tested for HIV within 6 months of initial entry.
3. Airmen transferring between states or entering FTNGD from Active Duty status without a break in service must have a current physical exam.

Persons who meet the all requirements of the vacancy announcement, General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Full Time National Guard Duty in Active Guard/Reserve (AGR) status in New Jersey under the provisions of Title 32 USC 502(f).

NOTES:

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1
- b. Make sure that you sign and date your NGB Form 34-1.
- c. Make all entries legible, and complete all items in full.

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

J1-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 1700 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 in PDF FORMAT. Subject line **must read "NJ AGR-__-AF-__"** (insert vacancy announcement number)". 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. 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. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from fitness monitor** showing they meet **fitness 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.
- ____(Initials)
- ____ Yes ____ No 6. **Current, Unexpired State Driver License**, all items must be clear.
- ____ Yes ____ No 7. Copy of ALL DD Form 214s that have been issued to you, including basic training. If you have been Active Duty your entire career, include a memorandum explaining that you have had no break in service since basic training and therefore, have never had a DD Form 214 issued to you.
- ____ Yes ____ No 8. 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 for this position. **Reduction will not occur until the day before initial AGR tour.**
- ____ N/A
- ____ Yes ____ No 9. Any other documents that will support your qualifications, i.e. resume, civilian job evaluations, school transcripts, etc.
- ____ Yes ____ No 10. **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. Applicants may request to verify receipt of their application through e-mail or telephonically at 609-562-0860 or 609-562-0705.

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)