



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

**Initial Eligibility Requirements:** Please refer to the General Eligibility Requirements, and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0860 for assistance.

**How To Apply:** Please see the Vacancy Announcement Checklist on Page 3 for the required documentation to submit with your application. Application forms are available on request from your unit personnel officer. You may also obtain an application form by logging onto <http://www.state.nj.us/military/hro> and clicking on the link in the left margin for "Publications".

Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, please provide a brief explanation of the reason.

**IMPORTANT! APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT  
OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE  
FURTHER CONSIDERATION.**

Persons who meet the 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).

**Mail To:** Headquarters, New Jersey National Guard, Department of Military and Veterans Affairs, ATTN: HRO-MS, 3650 Saylor's Pond Road, Fort Dix, NJ 08640-7600.

**\*\* Must arrive NLT Close of Business on the Closing Date\*\***

**EXCEPTION TO POLICY:**

Deployed NJ ANG & ARNG military members may submit their application by e-mail or fax to the following (application must be accompanied by Title 10 Orders)

FAX # 609-562-0855, ATTN: J1-HRO-TB-S

E-mail: NJJOBSUBMISSION@ng.army.mil

**Pay and Benefits:** Your Basic Pay and allowances depend upon your grade and the length of creditable service. You will be submitted under the AADPS through USPFO-NJ. You will receive Leave at the rate of 2 1/2 days per month, and be entitled to all Regular Federal Holidays. Your medical care and hospitalization will be administered under the Uniformed Service Health Benefits Program, along with those of any dependents that you have. 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, an Active Duty or Dependent Identification Card as needed and be enrolled in DEERS. 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, your FEGLI stops the day preceding your entry on active duty, your NGAUSIT will be terminated at the end of the pay period, your Health Insurance will terminate effective on entry into tour. Additionally, any Credit Union deposits and US Savings Bond allotments will terminate, and you must make separate arrangement for the length of tour.

**DISTRIBUTION:** A2, A3, B, C, D, HRO (1)

## **TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST**

The following documents must be submitted by applicants for this position vacancy-

1. NGB Form 34-1 (Application for AGR Position).
2. Personnel RIP obtainable from the Customer Service Section of your Military Personnel Flight.
3. A copy of most recent physical.
4. Copies of any DD Form 214.
5. Photocopy of your current civilian motor vehicle operators license. All data must be readable.
6. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.

### **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.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted.

## **TABLE 2 – AIR NATIONAL GUARD ELIGIBILITY REQUIREMENTS**

### **GENERAL ELIGIBILITY REQUIREMENTS:**

1. Must meet physical standards of AFI 48-123
2. Must be a member of the NJ Air National Guard or eligible to become a member.
3. Must not be under current suspension of favorable personnel actions.
4. Applicant must not be entitled to receive federal military retired or retainer pay.
5. Must be able to serve at least 5 good years in active status prior to mandatory removal.
6. Personnel applying for an initial tour who have 13 or more years of active military service credited to retirement will require a waiver from NGB prior to placement on tour.
7. Must be able to complete 10 years in AGR status for retirement under Title 10 USC 3911 or 3914.
8. Applicants who have voluntarily separated from the AGR program are not eligible to re-enter for one year from the date of separation
9. 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.

### **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 and not be pregnant. Female soldiers must undergo a pregnancy test within 30 days prior to 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.
4. Enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty, or must sign an agreement to retrain IAW Chapter 3, ANGI 36-101.