



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



One Time Occasional Tour
STATEWIDE

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT 83-AF-19

Open To: Current AGR members of the New Jersey Air National Guard.

Position Title: Legislative Liaison (LL)

Unit/Duty Location: 101 Eggerts Crossing Load, Lawrenceville, NJ **Number of Positions:** 1

Open Date: 10 June 2019 **Close Date:** 10 July 2019

Min/Max Grade Required: 02/03 **Security Clearance:** Secret

Required AFSC: Any **PULHES:** N/A

Duty AFSC: Immaterial **ASVAB:** N/A

Duty Description: The Legislative Liaison serves as the DMAVA POC for all inquiries from members of the Congress, congressional committees and governors, and responds to all congressional requests for DMAVA or New Jersey Air and Army National Guard documents. Previous experience in State Government, at the Cabinet Level, is advantageous. The Legislative Liaison will fall in with the daily OPTEMPO and the State Battle Rhythm and interact with the two state committees that oversee DMAVA activities. The Legislative Liaison will work closely with the Legislative Liaison of the DMAVA Legislative Affairs Division. The Legislative Liaison will coordinate the identification, collection, review, staffing, and release of documents and information in response to congressional requests. Response must be prompt, coordinated, consistent, and factual. The Legislative Liaison will develop, coordinate, and supervise policies, and programs related to DMAVA's relationship with New Jersey Congresspersons, their sub-committees and staff. The Legislative Liaison will be responsible for drafting and publishing Standing Operating Procedures (SOP) for the Legislative Liaison Office. The Legislative Liaison will develop specific legislative strategic initiatives as determined by TAG. The legislative Liaison advises TAG and DAMAVA staff on any legislative aspects of congressional policies, plans, and programs that impact the Department and/or the New Jersey Air and Army National Guard. The LL duties may require non- traditional work hours, TDY to Washington, D.C. and extensive travel throughout New Jersey.

Duty Uniform: Civilian Business Attire, Airman Battle Uniform (ABU) and Dress Blues. Selectee will wear Civilian Business Attire approximately 75% of the time. This may require the applicant to purchase additional civilian attire and will result in increased dry cleaning expenses.

Section: DMAVA Legislative Affairs Division. First Line Supervisor will be TAG XO, Army.

Area of Consideration: Current AGR member of the New Jersey Air National Guard who possess the Military Grade. AGR Members must bring their own billet.

Length of Tour: This is career broadening One Time Occasional Tour for 2 Years. This is a single term, non-renewable tour. Upon completion of this tour selectees will return to their normal tour of duty.

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 HRO and TAG approved appointment through the Officer Action Board (if applicable).

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 enddate.
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 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.

APPLICATION REQUIREMENTS

Applications must be sent electronically by email,
ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil

Please upload all documents as one (1) pdf. Portfolio formats are NO LONGER accepted.

The file should read as: LastName, FirstName_VA# (i.e. LastName, FirstName_123-18)

The Following Address will be the recipient of your application: ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil

DQ: 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.

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

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

