

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Mullins Armory/5901 Beulah Road  
Sandston, VA 23150**

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**NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT**  
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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)**

**ANNOUNCEMENT NUMBER:** 17-07 AF

**POSITION TITLE:** Recruiting and Retention Manager

**UNIT:** 192<sup>d</sup> Fighter Wing

**LOCATION:** Joint Base Langley-Eustis, VA

**GRADE:** TSgt/E-6 NTE MSgt/E-7

**AFSC:** 8R000

**TOUR LENGTH:** 1-6 years

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 03 January 2017

**CLOSING DATE:** 02 February 2017

**DESCRIPTION OF DUTIES:**

Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the RRS. Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives. Supervise all GSU and wing Production Recruiter and Retainers (PRRs). Inform the RRS of all personnel issues. Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRRs. Provide regular updates to the RRS regarding status of training. Monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs. Assist the RRS in establishing local R&R goals and production standards based on state/territory/wing/GSU strength requirements. Ensure recruiting personnel are held accountable for production standards IAW applicable guidance. Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds, as determined by the RRS. May be responsible for overall management of GSU and wing advertising accounts, as determined by the RRS. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance. Ensure applicable systems are utilized to their fullest capabilities. This includes the R&R Administration Center and all corresponding applications, Air Force Recruiting Information Support System Total Force (AFRISS-TF), and other systems as identified by the RRS. Coordinate monthly, at a minimum, with the RRS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy portion of the R&R Administration Center. Provide R&R statistics and analysis to the Wing/GSU Commander, on a monthly basis at a minimum, in coordination with the RRS. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRS. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process Improvement Programs (PIPs) and United States

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Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI36-101.

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
2. Must possess an awarded skill level in the compatible AFSC commensurate with their rank.
3. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
4. Member will need to be medically cleared before starting in the position.
5. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities

**ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
4. Must be knowledgeable of the organization, mission, and operations of the ANG.
5. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
6. Must be a Technical Sergeant (E6) through Master Sergeant (E7).
7. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct.
8. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
9. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications.
10. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
11. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
12. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier.
13. Must attain/maintain training standards and task certifications according to specific duty position JQS.
14. PULHES - 111321 / X Factor - G / ASVAB - General - 24
15. No history of emotional instability, personality disorder, or other unresolved mental health problems.
16. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

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17. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.
18. Must possess a valid state/territory driver's license to operate government motor vehicles IAW AFI 24-301.
19. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested members may apply by submitting the completed documents directly to:  
192<sup>nd</sup> SS/FSF- HR, 165 Sweeny Blvd, Ste 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va\_ANGJobs@us.af.mil

**Documents Required:**

1. NGB Form 34-1 CAN BE OBTAINED FROM THE NGB publications website:  
<http://www.ngbpcdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
2. Report of Individual Personnel (RIP)
3. Scores from current AF PT Test
4. Individual Medical Readiness (IMR) Report (AF Portal)
5. AF Form 422 or AF Form 422/469 (if currently on restrictions)

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact SFC Shawn Oliver at (804)236-7831 or CW4 D'Juana Goodwin (804)236-7823

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date. All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.