

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

NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT

VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)

ANNOUNCEMENT NUMBER: 17-01 AF

POSITION TITLE: Production Recruiter (Temp- AGR Tour)

UNIT: 192^d Fighter Wing

LOCATION: Joint Base Langley-Eustis, Hampton, Virginia

GRADE: SrA/E-4 NTE TSgt/E-6

AFSC: ANY

TOUR LENGTH: 3-4 years

ELIGIBILITY OF FEMALES: Yes

OPENING DATE: 14 October 2016

CLOSING DATE: 14 November 2016

DESCRIPTION OF DUTIES:

As a member of the Strength Management Team (SMT), organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU as outlined in applicable ANGLs and higher headquarters publications and directives. Coordinate and disseminate Recruiting and Retention (R&R) information and establish effective relationships with the local community. Military supervision of the PRR will be with the Recruiting and Retention Manager (RRM). Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the RRM in the planning and organizing of recruiting activities. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP). Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Utilize the R&R Administration Center to its fullest capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air

shows, career fairs, presentations). Conduct Center of Influence (COI) events. Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS). Will not perform additional duties IAW ANGI 36-101.

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. Position may be extended or turned permanent
5. Must be knowledgeable of the organization, mission, and operations of the ANG.
6. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
7. Must be a Senior Airman (E4) through Technical Sergeant (E6).
8. 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.
9. 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.
10. 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.
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.

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:

192nd 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.ngbpdcc.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.