



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-075-ANG

MODIFIED 20 SEPTEMBER 2016

POSITION INFORMATION

Position: Recruiting and Retention Manager (RRM) **Grade:** E-7/MSgt

Location: Fairchild Air Force Base, WA **AFSC:** **8R200**

Opening Date: 10 September 2016 **Closing Date:** **10 November 2016**

WHO CAN APPLY

All current members of the Washington Air National Guard and those eligible to join.

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- Recruiters/Retainers in SDI 8R000 with at least 2 years of successful recruiting or retention experience
- Promotable TSgt (E-6) and above. If rank exceeds the maximum grade of E-7, member must agree in writing to a reduction in grade
- **Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above for entry into the AGR Program**
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

As a manager of the Strength Management Team (SMT), responsible for supervision, administration and management of Recruiting and Retention (R&R) programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU. Military supervision of the RRM will be with the Recruiting and Retention Superintendent (RRS) or Wing Commander/GSU Commander or other office as designated by The Adjutant General (TAG).

ELEMENTS



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The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Demonstrate how you develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives.
- Describe your ability and experience supervising Production Recruiter and Retainers (PRRs).
- Describe your knowledge and experience serving as the primary recruiting on-the-job trainer, maintain training records, conduct training classes and refresher training for all assigned PRRs and provide regular updates to the RRS regarding status of training.
- Describe your ability to monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs.
- Describe your knowledge of establishing local R&R goals and production standards based on state/territory/wing/GSU strength requirements and how you ensure recruiting personnel are held accountable for production standards IAW applicable guidance.
- Describe your skills and abilities in administering retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs.
- Describe your experience serving as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds.
- Demonstrate your ability to manage and execute advertising accounts.
- Describe your ability to fully utilize and manage recruiting and retention operations using the R&R Administration Center and the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its maximum capability.
- Provide an example of your abilities to provide R&R statistics and analysis to the Wing Commander, on a monthly basis at a minimum (Example of report may be submitted to fulfill this Element).
- Describe how to manage and coordinate a Center of Influence event.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) from the vMPF under Self-Service Actions, Personal Data. (*Only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) Full-length official photo, any combination of short sleeve blues.
- 9) **NO BINDERS OR BOUND DOCUMENTS**

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL



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**When emailing applications, please put the announcement number and last name in the subject line.
IF POSSIBLE, email application as ONE attachment in the order listed above, otherwise multiple attachments is fine.

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR
Attn: MSgt Moore/Air AGR Manager
33 41st Division Way, Bldg 33
Camp Murray, WA 98430

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for general AGR announcements:
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347
- Point of Contact for this announcement:
SMSgt Martina Culich, Strength Management Team Superintendent, (253)512-3352 or (253)365-7539