Washington Air National Guard
Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 17-008-ANG

*****This is a temporary position. Selected applicant will be ordered to active duty until 30 September 2020. This is NOT a career position.**

BASIC INFORMATION

Position:	Production Recruiter Retainer	**Grade:**	E-6/TSgt
Location:	WA, location varies based on need	**AFSC:**	8R000

Opening Date: 5 November 2016 **Closing Date: 6 December 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:

- Must be E-4/SrA through E-6/TSgt
- 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
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

1. Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG.

2. Assist the RRM in the planning and organizing of recruiting activities.

3. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives.

4. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP).

5. Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements.

6. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities.

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7. Utilize the R&R Administration Center to its fullest capabilities.

8. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.

9. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).

10. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.

11. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.

12. Develop school programs to include presentations to members of educational institutions.

13. Coordinate formal presentations to community influencers and other organizations as requested.

14. 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).

15. Conduct Center of Influence (COI) events.

16. Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS).

17. Will not perform additional duties IAW ANGI 36-101.

ELEMENTS

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.

- Knowledge of the organization, mission and operation of the WA ANG, and the Air National Guard, in general. Knowledge of Air National Guard entitlements and benefits

- Experience and knowledge of the methods and techniques of sales, public relations, recruiting internally and externally, including the use of newspapers, radio, television and photographic media

- Experience and ability to speak clearly and effectively to persons of all management levels, both military and civilian audiences

- Knowledge of expending military funds

- Demonstrated ability of performing as a self-starter and capable of accomplishing multiple tasks, simultaneously and meeting deadlines. Must be highly self-motivated, well-organized, creative and work with minimal supervision

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- Experience and knowledge of conducting interviews, public speaking, office administrative skills, and ability to organize and prioritize work elements and perform as a team member

- Ability to work a varied work schedule, often with long hours, and willingness to perform at various recruiting events and locations. Events include, but not limited to state and municipal ceremonies, exhibits, fairs, diversity job fairs, high school recruiting programs, parades and sporting events. Evenings and weekends are often required with little advance notice

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, Record Review. A CDB, Career Data Brief, is NOT a substitute. (*Only applies to current members of the USAF, USAFR or ANG*)
5) Point Credit Summary (PCARS) from the vMPF under Record Review. 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 Military Photo. Short Sleeve Blues shirt, Tab/Tie and all Ribbons

NO BINDERS OR BOUND DOCUMENTS

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL
When emailing applications, please put the announcement number and last name in the subject line.

If you do not receive an email "confirmation of receipt" within 3 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347

Applications can also be mailed to:

HUMAN RESOURCES OFFICE /AGR
ATTN: SMSGT LORIE 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.

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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.
- Tour length – Initial tours will be for one (1) to six (6) years. Follow-on tours will not exceed six years and will not be extended beyond a member's ETS/MSD. 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 AGR announcements:
  SMSgt Lorie Moore, AGR Manager for Air (253) 512-8347