



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 20-042-ANG

POSITION INFORMATION

Position:	Recruiting Flight Chief / Recruiting & Retention Manager	Grade:	E-7/MSgt
Location:	194 FSS Camp Murray, WA	AFSC:	8R200
Opening Date:	10 January 2020	Closing Date:	11 February 2020

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, (unless otherwise noted), to be considered:

- Applicants must be in the grade of promotable E-6/TSgt or current E-7/MSgt. E-6/TSgt must meet all requirements for promotion to E-7/MSgt according to AFI 36-2502
- Applicants must have 2 years' experience as an 8R000 AFSC to qualify
- 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

Other requirements:

- Must have demonstrated the capability of maintaining recruiting production standards
- Must possess overall knowledge or ANG Recruiting and Retention Programs

SUMMARY OF DUTIES

Responsible for supervision, administration and management of all wing level recruiting programs as outlined in applicable AFIs, ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure. Military and full-time supervision of the Recruiting Flight Chief will be with the Recruiting and Retention Superintendent (RRS).



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1. Utilizing strategic planning tools as required by NGB/A1Y, develops an annual unit recruiting plan, in conjunction with the RRS, which includes goals and objectives, recruiting activities, advertising initiatives and financial planning.
2. Serve as the primary recruiting OJT trainer for wing PRs. Maintain training records, conduct training classes and refresher training for all assigned Production Recruiters (PRs). Inform RRS of status of PRs on a regular basis
3. Supervise wing PRs. Coach assigned PRs on problem areas, offer solutions, and recommend corrective, or referral action as necessary. Inform RRS of status of PRs on a regular basis.
4. Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements.
5. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.
6. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.
7. Ensure recruiting goals are met as determined by the State RRS. Assign production goals to production recruiters.

-Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.

-No history of emotional instability, personality disorder, or other unresolved mental health problems

-No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse

-Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations

-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, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates

-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, to include no history of disciplinary actions

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.

- **Ability to develop and implement advertising, marketing, and diversity recruiting programs to create access to and awareness of the WA ANG to generate leads**
- **Ability to develop goals, objectives and plans that direct and focus recruiting and retention program towards filling critical skills vacancies**
- **A working knowledge of budgeting, managing and obligating recruiting funds**
- **Ability to effectively communicate, both orally and in writing, with persons from all walks of life and with very diverse backgrounds, as well as persons at all organizational levels**



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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*, version dated 20131111
- 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, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. 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) AF Form 422 (*not required if current WA ANG member*)
- 8) Response to Job Elements (*not required, but highly encouraged*)
- 9) Official Air Force Bio
- 10) Last 3 EPRs
- 11) Last 2 years of Production (Accessions Log from AFRISS)
- 12) Letter(s) of Recommendation (*not required, but highly encouraged, limit 3*)

Submission of application:

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

****All application documents must be consolidated into a single .pdf file.***

****When emailing applications, please put the announcement number and last name in the subject line. Also, name/title .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)***

****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 email***

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 2-3 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- 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.



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- 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 this announcement: SMSgt Christopher Perez, 253-512-3352, christopher.c.perez2.mil@mail.mil
- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347