



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 20-057-ANG

POSITION INFORMATION

Position: Production Recruiter **Grade:** E-6/TSgt
Location: 194 FSS
Tacoma, WA **AFSC:** 8R000
Opening Date: 5 February 2020 **Closing Date:** 18 March 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 possess 8R000 or possess at least a 5-level in any AFSC and be eligible to re-train into 8R000
- Applicants must be in the grade of E-4 with 4 years TIS to E-6
- 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

Additional Requirement:

- Must be able to accept first available ANG Basic Recruiting Course training date

SUMMARY OF DUTIES

Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable AFIs, ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and full-time supervision of the PR will be with the Recruiting Flight Chief.

- 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



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- 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.

- **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**
- **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**
- **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*, 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) Resume should not exceed one page.



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- 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) Response to Job Elements (*not required, but encouraged*)
- 8) Official Air Force Bio
- 9) If Active Duty/AGR, last 3 EPRs

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 4 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347*

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, 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.
- 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.



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- 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:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347