



Washington Air National Guard

Active Guard Reserve (AGR) Announcement

- Administers retention programs to include but not limited to: the Career Motivation Program, UCA, Montgomery GI Bill (MGIB) and ANG Incentive Programs
- Serves as Primary or Alternate Resource Advisor for Operations and Maintenance (O&M) and Advertising funds
- Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel
- Manage office administration and serve as POC for all wing retention activities
- Coordinate monthly with the FC and the Unit Manpower Document Monitor to identify current and projected vacancies.
- Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the FC.
- Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the SPS.
- Generate reports to NGB/A1Y through the SPS IAW NGB guidance.
- Ensure recruiting and retention goals are met as determined by the SPS. Individual FC and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves.
- Responsible for inputs and updates to AFRISS-TF website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
- Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training.
- Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.

SPECIALITY QUALIFICATIONS

1. Must possess knowledge, skill and proficiency in time management and sales techniques.
2. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.
3. Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
4. 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.
5. Comply with military duty eligibility requirements in IAW ANGI 36-101.
6. Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
7. Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

1. No history of emotional instability, personality disorder, or other unresolved mental health problems
2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
3. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
4. 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.



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5. Must maintain local network access IAW AFI 17-130, Cyber security Program Management and AFMAN 17-1301, Computer Security.

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) Response to Job Elements (*not required, but highly encouraged*)
- 8) Official Air Force Bio - See link below
(https://www.ang.af.mil/Portals/77/documents/force_dev/Announcements/Biography%20Template.pdf?ver=2018-05-15-142425-020)
- 9) Last 3 EPRs
- 10) AFRISS "Recruiter Accession Stats" report covering last 2 Fiscal Years
- 11) Optional: Letters of Recommendation

Submission of application:

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

****All application documents must be consolidated into a single .pdf file if at all possible***

****When emailing applications, please put the announcement number and last name in the subject line. Also, name your .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.



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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.
- 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 AGR announcement:
SMSgt Perez, Superintendent, Recruiting & Retention (253) 512-3352, DSN 370-3352
christopher.c.perez2.mil@mail.mil
- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347