



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)
Open all Air Guard Members assigned to
Indiana State (both Air Bases and JFHQ)**



ANNOUNCEMENT NO.		DATE ISSUED		CLOSING DATE	
15-040-A-Air		29 April 2015		28 May 2015	
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE		SALARY RANGE	
181 st FSS	Terre Haute, IN	N/A		SRA - TSgt	
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE		MAXIMUM MILITARY GRADE	
Production Recruiter	TBD	E-4/SRA		E-6/TSgt	

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 8R000

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females.**

DUTIES AND RESPONSIBILITIES

Conducts non-prior service recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from civilian sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community. Plans and performs recruiting activities. Maintains market data and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record

production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

GENERAL EXPERIENCE

Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory. Training. For retention of this SDI, completion of the recruiter course is mandatory. Experience. For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.

- Must meet ASVAB score required for 8R000 AFSCs
- Ability to start position and go to formal training immediately
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Curtis Walker

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit CURRENT/PASSING fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement. DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarnng.mbx.mdhrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: CPT Syllas W. Smith, INANG, HR Office, 181st FSS

