



# JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



## Open Nationwide

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16-035-A-Air		03 June 2016	5 July 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 <sup>st</sup> FSS Hulman Field	Terre Haute, IN	N/A	SrA/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Production Recruiter and Retainer (PRR)	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			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to <b>Females</b> .			
DUTIES AND RESPONSIBILITIES			
<p>Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the RRM in the planning and organizing of recruiting activities. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&amp;R activities, financial planning and advertising and marketing initiatives. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP). Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Utilize the R&amp;R Administration Center to its fullest capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. 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). Conduct Center of Influence (COI) events. Assist the RRM in assigned duties as directed by the Recruiting &amp; Retention Superintendent (RRS).</p>			
GENERAL EXPERIENCE			
Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory. For entry into this SDI, completion of high school or general educational equivalency is mandatory. For retention of this SDI, Completion			

of USAF/ANG/AFRES Basic Recruiting Course is mandatory. 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.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Must be knowledgeable of the organization, mission, and operations of the ANG.
- Comply with military duty eligibility requirements IAW ANGI 36-101.
- Possess a valid state driver's license.
- 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.
- Must be able to speak clearly and communicate effectively.
- 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.
- Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications.
- Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
- 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.
- Completion of the applicable sales training programs within one year of assignment is mandatory.
- Must meet ASVAB score required for 8R000 AFSCs
- Ability to start position and go to formal training immediately
- If retained for follow on tours, AGR members must remain in the position for a minimum of twenty-four (24) months.
- 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: TSgt Christopher Gresham

### 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 PASSING fitness assessment CURRENT through closing date.**
- **Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS (Eastern Standard Time) 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.

**Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted.** If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Smith, 1 of 2). Email: [ng.in.inarnng.mbx.mdhrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdhrweb@mail.mil) (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

**Selecting Official: 1Lt Brandi L. Eason INANG, 873-5282**