



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



**Open Nationwide**

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16-025-A-Air		16 March 2016	14 April 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 <sup>st</sup> Force Support Squadron	Terre Haute, IN	N/A	TSgt-MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Recruiting & Retention Manager (RRM)	TBD	E-6/TSgt	E-7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 8R200			
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			
Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the RRS. Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives. Supervise all GSU and wing Production Recruiter and Retainers (PRRs). Inform the RRS of all personnel issues. Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRRs. Provide regular updates to the RRS regarding status of training. Monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs. Assist the RRS in establishing local R&R goals and production standards based on state/territory/wing/GSU strength requirements. Ensure recruiting personnel are held accountable for production standards IAW applicable guidance. Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds, as determined by the RRS. May be responsible for overall management of GSU and wing advertising accounts, as determined by the RRS. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance. Ensure applicable systems are utilized to their fullest capabilities. This includes the R&R Administration Center and all corresponding applications, Air Force Recruiting Information Support System Total Force (AFRISS-TF), and other systems as identified by the RRS. Coordinate monthly, at a minimum, with the RRS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy			

portion of the R&R Administration Center. Provide R&R statistics and analysis to the Wing/GSU Commander, on a monthly basis at a minimum, in coordination with the RRS. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRS. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI 36-101.

### GENERAL EXPERIENCE

Must possess an overall knowledge of the ANG R&R Program. Must possess knowledge, skill and proficiency in time management and sales techniques. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Minimum two years' experience in SDI 8R000
- 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: MSgt Randall Webster

### 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 the 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 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.inarng.mbx.mdhrweb@mail.mil](mailto:ng.in.inarng.mbx.mdhrweb@mail.mil) 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: Eason, Brandi, 873-5282/812-877-5282**