



VIRGINIA AIR NATIONAL GUARD
NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 21-06-02 AF	POSITION TITLE: Recruiting Office Supervisor
GRADE: TSgt/E-6 NTE MSgt/E-7	AFSC: Any
LOCATION: Joint Base Langley-Eustis, VA	UNIT: JFHQ-VA
OPENING DATE: 6 June 2021	CLOSING DATE: 5 July 2021

WHO MAY APPLY:

Open to all members of the Virginia Air National Guard, or who are eligible to become members of the Virginia Air National Guard in grades **TSgt/E-6 NTE MSgt/E-7**. (NATIONWIDE)

CROSS TRAINING AUTHORIZED: Y **ASVAB SCORE REQUIRED:** G-24

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW ANGI 36-101 Chapter 5, AFI 36-2905, AFI 48-123.

BRIEF DESCRIPTION OF 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 Recruiters (PRs). Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRs. 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. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance. Travel is required as need between Hampton Roads & Richmond area.

SPECIAL INFORMATION

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
3. IAW ANGI 36-101, para 5.5. AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program.

For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

4. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
5. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
6. Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
7. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.
8. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander
9. Must maintain outstanding appearance, military bearing and high standards of conduct IAW AFI 36-2903 and AFI 36-2905 standards.
10. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
11. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
12. PULHES - 111321 / X Factor - G / ASVAB - General – 24
13. No history of emotional instability, personality disorder, or other unresolved mental health problems.
14. Must possess a valid state/territory driver's license to operate government motor vehicles.
15. 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, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
16. Member will need to be medically cleared before starting in the position.
17. Minimum two years' experience in SDI 8R000.

APPLICATION PROCEDURES

Interested applicants must submit the following documents in **ONE SINGLE PDF** package (you can use the adobe portfolio function). **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

1. **Completed** NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position
<https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. Current Report of Individual Personnel (RIP)/Records Review, dated within last 30 days (Go to vMPF, select "Record Review/Update", select "View/Print All Pages", then print as Adobe pdf).
3. Current Individual Fitness Report from the Fitness Management System
4. Current Point Credit Accounting Report System (PCARS) (in vMPF select "Self Service Actions" link, then select "Personal Data", select "ANG/USAFR Point Credit Summary Inquiry (PCARS)" and then finally select "View All" to print as pdf); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service
5. Branch equivalent documents authorized

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Submit applications directly to 192 SS/FSF-HR, 165 Sweeney Blvd, Suite 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil; kristen.powers@us.af.mil; tunisia.stephens@us.af.mil; nichelle.k.hackney.mil@mail.mil.

POC FOR ADDITIONAL INFORMATION: MSgt Nichelle Hackney at nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at djuana.l.goodwin.mil@mail.mil.