



VIRGINIA AIR NATIONAL GUARD
NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 20-11-08 AF

POSITION TITLE: Production Recruiter

GRADE: SrA/E-4 NTE TSgt/E-6

AFSC: 8R000

LOCATION: Joint Base Langley – Eustis, VA

UNIT: 192 Wing

OPENING DATE: 26 November 2019

CLOSING DATE: Open until filled

WHO MAY APPLY: Open to all Active Duty/AGR/Military Technician/Traditional (DSG) Airmen in grades **SrA/E-4 NTE TSgt/E-6** who are members of the Virginia Air National Guard, or who are eligible for membership in the Virginia Air National Guard.

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:

As a member of the Strength Management Team (SMT), organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinate and disseminate Recruiting and Retention (R&R) information and establish effective relationships with the local community. Military supervision of the PRR will be with the Recruiting and Retention Manager (RRM). 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&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.

SPECIAL INFORMATION

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2.
2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
3. Must possess an awarded skill level in the compatible AFSC commensurate with their rank.
4. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
5. Member will need to be medically cleared before starting in the position.
6. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities
7. Position is contingent on the availability of NGB funding.

ADDITIONAL REQUIREMENTS:

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. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. 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.
4. Position may be extended or turned permanent
5. Must be knowledgeable of the organization, mission, and operations of the ANG.
6. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
7. 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.
8. 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.
9. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications.
10. 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.
11. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
12. 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.
13. Must attain/maintain training standards and task certifications according to specific duty position JOS.
14. PULHES - 111321 / X Factor - G / ASVAB - General - 24
15. No history of emotional instability, personality disorder, or other unresolved mental health problems.
16. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
17. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.
18. Must possess a valid state/territory driver's license to operate government motor vehicles IAW AFI 24-301.
19. 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.
20. Minimum two years' experience in SDI 8R000

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
<https://www.ngbpdc.ngb.army.mil/ngbforms/>
2. Current Report of Individual Personnel (RIP) (within last 30 days).
3. Current Individual Fitness Report from Air Force Fitness Management System.
4. Individual Medical Readiness (IMR) Report (AF Portal).
5. AF Form 422 or AF Form 422/469 (if currently on restrictions).
6. Current Point Credit Accounting Report System (PCARS); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service.

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; melissa.howard.2@us.af.mil; tunisia.stephens@us.af.mil.

POC FOR ADDITIONAL INFORMATION: MSgt Nichelle Hackney at (804) 236-7713 email: nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.