

DESCRIPTION OF DUTIES

Organizes and conducts programs to recruit quality personnel to satisfy the requirements for Oregon. Coordinates and disseminates recruiting information and established effective relations with the local community. **This position is assigned to Joint Force Headquarters-OR-AC with a duty location of Portland, Oregon.** The recruiter will report to the ANG Recruiting Office Supervisor (ROS) and perform production recruiter duties outlined in ANGI 36-2602. In addition the recruiter will:

1. Assist the local ANG RRS and ROS in the planning and organizing of recruiting activities.
2. Analyze industrial and population content of communities to determine the requirements for recruiting programs.
3. Develop and maintain long-term contacts with representatives of civilian organizations, high schools and local reserve and active duty units of the Armed Forces, and the general public.
4. Implement approved recruiting programs to meet Air National Guard and public needs and interests.
5. Establish contacts with interested prospects through the use of the news media, local advertising and referrals.
6. Improve techniques for disseminating recruiting information in the local community.
7. Maintain familiarity with events and facts concerning benefits for ANG personnel.
8. Coordinate recruiting activities with all appropriate specialists (Public Affairs, photographers and MPF personnel).
9. Report unfavorable publicity or conditions that might result in unfavorable public reaction.
10. Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests.
11. Coordinate with education facilities to obtain accurate education information such as: High School Diplomas, Transcripts, Professional Military Education (PME) records, etc.
12. Coordinate formal presentations to members of the news media, educational institutions, public service organizations and other organizations upon request.
13. Conduct recruiting briefings for ANG personnel engaged in recruiting that involves direct contact with public and representatives of the news media, (i.e., personnel on short tours for fairs, and special presentations.)
14. Conduct Center of Influence (COI) events to include installation tours for members of the civilian community.
15. Make personal contacts with prospective enlistees to present overall opportunities the ANG has to offer. Follow-up will occur on all contacts regardless of the source.
16. Maintain locally established recruiting production standards to meet state/unit strength requirements and ANG initiatives.
17. Be familiar with officer selection programs in accordance with (IAW) AFI 36-2005. All officer leads should be coordinated with the Director of Personnel.
18. Be familiar with unit recruiting operations plan to include goals and objectives.
19. Provide Basic Military Training briefings for new enlistees.

SPECIALITY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the OR ANG, and methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Have a High School diploma or General Education Diploma (GED) equivalent. Possess a valid state driver's license.
4. Be in the grade of E-4 Senior Airman through E-6 Technician Sergeant.
5. Possess a high moral character and unquestionable integrity.
6. Appearance must project a favorable image of the ANG. Must maintain outstanding appearance, military bearing, and standards of conduct to include no history of disciplinary actions. Compliance with AFI 36-2903 and NGR (AF) 35-11 (currently being rewritten) is mandatory.
7. Must be able to speak clearly and communicate effectively with applicants and in larger public settings.
8. Individual may not have any documented diagnosed history of alcoholism or drug abuse.
9. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.
10. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties.
11. Must be a graduate of USAF/ANG/AFRES Recruiting School.
12. Must meet physical profile 111121 (minimum X-3 profile) and be Dental Class A.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards,

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- Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECDD/AFOCD

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.
- If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test.
 - You must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position.
 - By submitting a resume or application for this position, you authorize this agency to accomplish the check.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

***** **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED** *****

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - RIP can be obtained from the servicing Force Support Squadron (FSS)
 - In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing physical fitness assessment. (from AF Portal, <https://www.my.af.mil/>)
- DD-369 – Police Record Check (Section 1, blocks 2-9, Section II, block 11)**
- Official Photo (8x10, Service Dress Uniform, full length)**
- Copies of the last two (2) EPR's for AGR's, & Active Duty members**
- 3 letters of recommendation from current leadership/chain of command**

Applicants from out of state and members transferring from another branch of service must also submit the following:

- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)

ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.
- The AGR Manager will evaluate the request against The Adjutant Generals state policy **CPM-131, "Limitation on Change of Status Between the Technician and AGR Career Programs"**, to ensure compliance. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- AGR Service in the Oregon is governed by **CPM-127, "Maximum Tenure Policy for Oregon National Guard Full-Time Personnel"**. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on

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the new form versions

- Include the announcement number and position title on your application
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9 & 10)
- A current passing Fit Test will suffice for a "YES" response to question 17
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **Complete application packet should be in a single PDF format document**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application, **Do not** staple, bind, tab, or use document protectors
- Submit only single sided copies of all application documents submitted
- Do not fax applications
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt
- Applications will be accepted until 1630 of the announcement closing date

E-MAIL APPLICATIONS TO: jfhqorac.agr.omb@ang.af.mil (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF14-5xx – Doe)**

Secure File Upload may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>
(See attached AMRDEC SAFE Guide)

****Note:** - **Don't select encrypted email notification** as AMRDEC is already CAC enabled
- Send to the Org email address: jfhqorac.agr.omb@ang.af.mil

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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