

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. BOX 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
JFHQORAC.AGR.OMB@ANG.AF.MIL

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:
<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF15-512 **OPEN DATE:** 15 Jan 2015 **CLOSING DATE:** 17 Feb 2015

UNIT/LOCATION:

**JOINT FORCE HEADQUARTERS - OREGON-AIR COMPONENT
SALEM, OREGON**

POSITION:

**RECRUITING AND RETENTION SUPERINTENDENT (RRS)
(AGR RESOURCED POSITION ONLY)**

(Vacancy and grade contingent on resource availability)

PD #: N/A

MAX MILITARY RANK AT TIME OF HIRE: SMSGT / E-8

GRADE/SERIES:
AGR Only

MIN MILITARY RANK AT TIME OF HIRE: MSGT / E-7

NOTES:

UMD Position #:
0704440

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
-PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE
-PROJECTED START DATE: TBD

POSITION AFSC: 8R300**

****Applicant must possess an 8Rx00 AFSC to qualify****

This is not a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Gen = 24

*For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement.*

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

AREAS OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD

THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

SHOP/SECTION POC: SMSGT JAMES SCOTT, 971-404-7711,

OR MAJ MICAH LAMBERT 503-584-2215, DSN-355-2215

UNIT HR LIAISON: CMSGT NORMAN OLSON, 503-584-2226, DSN-355-2226

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

DESCRIPTION OF DUTIES

The Recruiting and Retention Superintendent (RRS) serves as the principal administrator in the state of Oregon for all Air National Guard programs associated with the recruitment and retention of military members. The RRS oversees development and implementation of all plans, policies and procedures, ensuring effective operation of State Recruiting and Retention programs. Ensures State programs comply with ANGI 36-2602, and all other applicable ANG and Air Force instructions. The RRS serves as the Resource Advisor (RA) for all Recruiting and Retention funds distributed to the State from NGB. The RRS also advises senior commanders on all force management issues concerning accession of new recruits and retention of quality members. The position is assigned to Joint Force Headquarters-OR-AC, with the duty location at Salem Oregon. Military and full-time supervision is provided by JFHQ- ORANG- Air.

The RRS will fulfill the following duties and responsibilities:

- Ensure all Recruiting and Retention personnel are trained IAW applicable Air Force and ANG directives and instructions.
- Advise State command staff on all Recruiting and Retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning Recruiting/retention-related force management concerns.
- In conjunction with the Recruiting NCOIC (RNCOIC's), Retention NCO (RNCO's), and the Recruiting and Retention NCO (RRNCO), will establish measurable goals for the State and units. Distribute State plan to all Recruiting and Retention activities and appropriate supervisory personnel.
- Distribute/redistribute appropriated funds to Recruiting and Retention activities that will support attainment of measurable goals established in the State Recruiting and Retention Plan.
- Serve as State administrator for the Air Force Recruiting Information Support System-Total Force (AFRISS-TF).

Coordinate with the RNCOIC's, RNCO's, and RRNCO's concerning recruiting and retention issues related to:

- The accuracy and timeliness of all required reports and requests for data.
- Gain and Loss trends, determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan.
- Recruiter productivity and unit manning.
- The Career Motivation Program (CMP) and ensuring career interviews are accomplished.
- The quality and effectiveness of Retention Staff Assistance Visits (SAVs) provided by the RNCO's to each supported unit.
- The status of Incentive and Montgomery G.I. Bill (MGIB) Programs.
- The assessment of unit retention programs based on members' separation surveys.
- Critical manning concerns, to include career field shortages and identification of critical AFSCs for possible inclusion into the Incentive Program.
- Diversity initiatives and unit manning compared with local demographic composition.
- The status of budget execution and the direction of local advertising and marketing campaigns.
- Compliance with ongoing training requirements for recruiters is being accomplished. Increasing prior service enlistments by utilizing the Palace Chase and Palace Front Programs in coordination with ANG In-Service Recruiters (ISRs).

Assist with the managerial oversight of Oregon's Recruiting and Retention Programs IAW ANGI 36-2602, ANGI 36-101. In concert with the RNCOIC's, RNCO's, and the RRNCO's direct supervisors, the RRS will actively participate in:

- The selection, promotion, discipline, or removal of Recruiting and Retention personnel.
- The submission of performance input to the RNCOIC's, RNCO's, and the RRNCO's annual appraisals, incorporating comments regarding the incumbent's success in meeting State recruiting and retention goals.

As the RA, manage, monitor and/or coordinate the expenditure of all State Recruiting and Retention funds to include:

- Initial distribution and any redistribution of all appropriated funds.
- Approval of all recruiting and retention expenditures.
- Review and approval of each unit's Recruiting and Retention financial plans, ensuring the goals established in Oregon's Recruiting and Retention Plan will be supported by such expenditures.
- Ensuring a copy of the approved financial plan for each recruiting and retention activity is submitted to the appropriate base Financial Management Office.
- Coordination and monitoring of advertising, marketing, publicity, and public awareness programs.

Administer the AFRISS-TF in Oregon by accomplishing the following:

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- By location and/or Recruiter Identification Code (RIC), review and evaluate statistical information relating to recruiting, lead source, and lead generation to assist in the planning, evaluation, and implementation of future recruiting programs.
- Ensure all enlistment waivers are forwarded in system from the various State recruiting activities through the RRS to the appropriate waiver authority.
- Receive from RNCO's data collected in AFRISS-TF regarding separation surveys; compile information and provide consolidated report to Oregon's senior leaders and HQ ANG/DPFR.
- Monitor the monthly Incentive and MGIB Program Reports submitted to ANG/DPFR, ensuring funding limitations are not exceeded.

Visit field recruiting and retention offices to ensure conformity with Compliance Review Guides and SAV checklists, as applicable, and to ensure that a professional and business-like environment is being maintained.

Approve and ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. These events should be managed and conducted at the unit level to reach local communities and generate area interest. Assist AFRS/Recruiting Operations Center (ROC) with local public awareness events.

Develop and/or administer the State, Regional and National Recruiting and Retention Awards Program.

Monitor and evaluate all activities coordinated through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed or required. Elevate unresolved MEPS issues to NGB/A1Y.

Ensure a Health Professions/Medical Recruiter is designated for each flying unit and conduct a Health Team Workshop, as needed or required.

Represent the Air National Guard in developing State sponsored recruiting and retention incentives.

Perform other duties as required by governing regulations/instructions.

POSITION REQUIREMENTS

Eligibility factors of the RRS position include:

- Must be MSgt (E-7) or SMSgt (E-8) prior to assuming duties as the RRS.
- Must have performed duties as a RNCOIC, RNCO, RRNCO, or PR, or any combination of the four, for a **minimum of 24 months** prior to assuming the RRS position.
- Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG Recruiting and/or Retention strength standards and goals with accomplished sales management ability.
- Must be willing to work long, irregular hours, perform TDYs, become involved in military and civic activities, and be able to withstand intense public scrutiny.
- Maintain high standards of professionalism through appearance, military bearing, and conduct, in compliance with AFI 36-2903 and AF fitness standards, AFI 36-2905.
- Must not have a history of disciplinary actions.
- Must have demonstrated supervisory experience or exhibited supervisory potential.
- Must be skilled in oral and written communication.
- Computer proficiency with basic understanding of Microsoft office programs desirable.

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, 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 AFECD/AFOCD

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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/>)
- ❑ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ❑ DD Form 369, Police Record Check (attached), (Leave block 10 blank)
- ❑ **Official Photo (8x10, Service Dress Uniform, Full Length)**
- ❑ **Copies of the last two (2) EPR's for AGR's, & Active Duty**

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 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

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- 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: AF15-5xx – Doe)
Do not send encrypted emails to the email address listed above

Secure File Upload may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>
(Reference AMRDEC SAFE Guide online, **Do Not** send encrypted emails via AMRDEC)

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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