

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:
usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.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: AF17-512	OPEN DATE: 9 Jan 2017	CLOSING DATE: 12 Feb 2017
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UNIT/LOCATION:

JOINT FORCE HEADQUARTERS-OREGON-AIR COMPONENT
(Recruiting Office Location – Klamath Falls, Oregon)

POSITION:

Recruiting and Retention Manager
(AGR FENCED RESOURCE POSITION ONLY)

(Vacancy and grade contingent on resource availability)

POSITION GRADE: MSGT

PD #: N/A
MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**
MIN MILITARY RANK AT TIME OF HIRE: **TSGT / E-6** (E-6 candidates must be promotion eligible IAW
GRADE/SERIES: AFI 36-2502 Chapter 10 as of the closeout date of this advertisement)
AGR Only

NOTES:

UMD Position #: 0818680
-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
** HIRING AT THE MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY
- PROJECTED START DATE: **TBD**

POSITION AFSC: 8R200**

****Applicant must possess an 8R000 AFSC with minimum 18 months experience at the time of placement into position 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: MSGT NICOLAS PEREZ, 971-404-7712, 503-584-2232 DSN-355-2232
UNIT HR LIAISON: SMSGT ELAINE NGUYEN, 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

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 Klamath Falls, Oregon.** The Recruiting & Retention Manager (RRM) will report to the ANG Recruiting and Retention Superintendent (RRS) and will also perform production recruiter duties outlined in ANGI 36-2602. In addition the RRM will:

1. Related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor.
2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.
3. Develops publicity programs. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.
4. Develops community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives.
5. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.
6. Develops, monitors, and assists unit commanders in conducting Retention Programs. Collects, analyzes and communicates retention information to commanders, supervisors, the (RRS), and the Unit Career Advisors (UCAs), through written reports, meetings, and briefings. Tracks appropriate loss and reenlistment figures to include minority and female statistics.
7. Develops a career information and counseling program to enable unit members to make intelligent career decisions. Provides retention and career counseling to assigned personnel as requested and/or required, and manages the Career Motivation Program (CMP), ensuring that members are interviewed/counseled by supervisors and commanders IAW ANGI 36-2607. Such counseling consists of imparting information on career and retaining opportunities, problem solving, and referral to other activities that can help with unique problems. May provide advocate services for assigned members when deemed appropriate.
8. Responsible for training, guidance, and recognition of UCAs; assists in their selection/appointment; and monitors UCA programs. Ensures UCAs conducts unit level retention programs, to include the Career Motivation Program (CMP), in accordance with directives. Orders, stocks, and distributes advertising material related to retention programs. Performs retention related staff assistance visits to assigned units as required.
9. Ensures an orientation briefing and sponsorship program exists for new members.
10. Ensures exit interviews and surveys for members separating from the unit, and periodic climate surveys, are conducted.
11. Responsible for administration of incentive programs. Verifies eligibility for incentive payments and forwards documentation to comptroller for payment, termination, and/or repayment as appropriate. Updates APDS to correctly reflect incentive eligibility data. Prepares and distributes required incentive program reports. Analyzes and reports effects of incentive programs on unit strength.
12. Responsible for administration of the Montgomery GI Bill (MGIB) program. Monitors and verifies entitlement to MGIB. Updates APDS to accurately reflect MGIB eligibility. Monitors eligibility of enrolled members on application procedures and provisions of MGIB and processes all documentation.

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13. Serves as the point of contact for the Wing/Group commander and liaison between various agencies to provide family support, employer support and community support services. Oversees the Family and Employer Support Program for the unit to ensure volunteers have the resources and support they need for successful programming. Develops and distributes information regarding these programs to unit personnel, Coordinates with the state headquarters and unit recruiting staff in these areas.

14. Provides a Retention Plan to the RRS annually that outlines goals and objectives, planned activities/events, programming, operational budgetary needs, and incentive program plans.

15. Administers retention advertising and publicity as necessary.

16. Responsible for supervision of traditional guard member directly involved in the retention programs.

17. Provides other retention related duties as required or assigned.

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. Possess a high moral character and unquestionable integrity.

5. 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 is mandatory.

6. Must be able to speak clearly and communicate effectively with applicants and in larger public settings.

7. Individual may not have any documented diagnosed history of alcoholism or drug abuse.

8. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.

9. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties.

10. Must be a graduate of USAF/ANG/AFRES Recruiting School.

11. 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, 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 (if applicable) and meet all eligibility criteria in AFECD/AFOCD

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of Oregon are governed by Director of Staff – Air.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years IAW 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 RIP.
- If your ASVAB score does not meet the minimum required IAW AFECD Attachment 4, contact your servicing FSS. You must schedule your re-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

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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, **Form Version Dated 11 November 2013**
 - o Announcement number and position title must be annotated on the form
 - o Download the current form version from; http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - o RIP can be obtained through the virtual MPF (vMPF)
 - o 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 <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months)
- DD Form 369, Police Record Check (attached), (complete blocks 2-9, block 10 leave blank, sign block 11)
- Official Photo (8x10, Service Dress Uniform, full length)
- Copies of the last two (2) EPR's for AGR's, & Active Duty members
- Reference listing with at least two contact names and phone numbers.

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 Air National Guard is governed by **applicable AFI, ANGI, Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)**
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- E-Mail is the preferred method of application receipt (limit file size to less than 3MB)**
- Complete application packet should be in a single PDF format document**
- 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
- Applications will be accepted until 1630 of the announcement closing date

E-MAIL APPLICATIONS TO: usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.

(example: AF16-5xx – Doe)

Encrypted email may be sent to the 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 email 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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