

# 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](mailto:JFHQORAC.AGR.OMB@ANG.AF.MIL)

## STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** AF13-540

**OPEN DATE:**  
12 June 2013

**CLOSING DATE:**  
25 June 2013

**UNIT/LOCATION:**

**JOINT FORCE HEADQUARTERS-OREGON-AIR COMPONENT**  
(Recruiting Office Location – Portland, Oregon)

**POSITION:**

**PRODUCTION RECRUITER**  
**(AGR RESOURCED POSITION ONLY)**

- **Projected Start Date: 1 August 2013**
- **Limited Duration, One-Time AGR Tour**
- **Potential for Full-Time AGR without further competition based resource availability**

**PD #:** MAX MILITARY RANK AT TIME OF HIRE: **TSGT / E-6**

**GRADE/SERIES:** MIN MILITARY RANK AT TIME OF HIRE: **SRA / E-4**  
**AGR ONLY**

**NOTES:**

**UMD Position #:** - PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS.  
- PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.  
**TBD**

**AFSC / MINIMUM ASVAB SCORE REQUIRED: 8R000 / GENERAL = 24**

- *SSgt / TSgt AFSC qualified or eligible to enter AFSC 8R000.*
- *Must successfully complete the ANG Recruiting Course and be awarded the AFSC at the first opportunity prior to the start of initial fulltime two year tour.*
- *Applicant must have minimum 5 level in current/primary or previous AFSC, 7 level preferable.*

*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
- ALL APPLICANTS MUST HAVE FOUR (4) YEARS TIME IN SERVICE MINIMUM

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

SHOP/SECTION POC: SMSGT JAMES SCOTT, 503-584-2232, DSN-638-2232

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

## 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:

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

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, 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 the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

### **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.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB

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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, however; 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**

### AGR APPLICATIONS

**Current AGR members or those who desire to become AGR, must submit the following:**

- ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated November 2010**. Announcement number and position title must be annotated on the form. Download the current form version from; [http://www.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm)
- ❑ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- ❑ Copy of current passing physical fitness assessment. (from AF Portal)
- ❑ **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 must also submit the following:**

- ❑ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ❑ SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

- 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 career 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) to ensure compliance. The Adjutant General is the final approving authority.

### **READ THIS SECTION COMPLETELY!!**

#### **IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

- 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. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. 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.**
- **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 showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

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

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.  
(example: AF13-5xx – Doe)**

Applications may 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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