

Alaska Air National Guard Announcement Number: **AKANG 10-06**

Position Title: **PRODUCTION RECRUITER- This is a 3 year Temporary Tour**

Required AFSC: **8R000 (ANY AFSC)** Grade Requirement: **MIN E4 MAX E6**

UNIT/DUTY LOCATION: **176 WG, KULIS ANGB, AK**

OPENING DATE: 4 NOV 09

CLOSING DATE: 4 DEC 09

OPEN: NATIONWIDE (All military members eligible for membership in the AKANG)

WHO MAY APPLY/AREAS OF CONSIDERATION: Open to all AFSC qualified members of the Air National Guard and Full Time AGRs. All members MUST meet the grade requirement and medical requirements outlined below IAW ANGI 36-101, Para 2-1. ** AGRs and traditionalists who do not possess advertised AFSC must sign a statement stating they will retrain to the required AFSC upon accepting the position within 12 months.**

SELECTING SUPERVISOR: MSgt Crystal Garris

VICE: Jones

Duties: Assists the ANG Recruiting Office Supervisor in the planning and organizing of recruiting activities: Analyzes industrial and population content of communities to determine the requirements for recruiting programs. Develops and maintains long-term contacts with representatives of local news media. Develops and maintains recruiting relations with representatives of civilian organizations, high schools at local level, reserve and active duty units of the Armed Forces, and the general public. Establishes contacts with interested prospects through the use of the news media and referrals. Coordinates recruiting activities, with information specialists and photographers to cover events in which ANG personnel participate. Coordinates the recruiting advertisements for all-local radio and television spot public service announcements to ensure a balanced presentation of material and suitable program types. Prepares reports and correspondence for recruiting activities. Instructs and indoctrinates other recruiting personnel in techniques, philosophy, and the importance of recruiting activities. Coordinates inter-service information on recruiting activities. Reports unfavorable publicity or conditions that might result in unfavorable public reaction. Coordinates with responsible sections to ensure prospects properly scheduled for physical examinations and ASVAB tests, etc. Coordinates formal presentations to members of the news media, educational institutions, public service organizations and other organizations upon request. Performs technical recruiting functions: Conducts recruiting briefings for ANG personnel engaged in recruiting involving direct contact with the public and representatives of the news media, i.e., personnel on short tours for fairs, special presentations, etc. Follows up on all contacts regardless of the source. Convinces qualified people to join the ANG. Must maintain locally established recruiting production standards to meet state/unit strength requirements. **Must be familiar with officer selection programs IAW NGR (AF) 36-2002 and AFMAN 36-2105. Performs other duties as assigned.**

Special announcement criteria: **This is a 3 year Temporary Tour.** Skilled use of Microsoft Office Suite, budget experience, and demonstrated supervisory experience desirable.

Initial Eligibility Criteria:

Aptitude requirements: MECH: _____ ADMIN: ___ GEN: 24 ELECT: _____

Applicants need to submit Current Records Review Rip (vMPF RIP)*

***See page 2 for All Required Documentation needed**

HOW TO APPLY: Interested applicants who meet the eligibility requirements listed above may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office (HRO), Bldg 49000, Room D-209, P.O. Box 5800, Ft Richardson, AK 99505-5800**. Applicants must type or print in legible dark ink and sign and date each application. Packets received without a signed and dated NGB Form 34-1 or incomplete packages will result in non-consideration and the application will *not* be forwarded to the selecting supervisor. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for but **MUST INCLUDE ALL OF THE BELOW LISTED DOCUMENTS** 1-4. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. **CURRENT** Fitness Test
3. World Wide Deployability statement (from the clinic)
4. Current Records Review Rip or VMPF Rip

Applications will only be accepted if they are physically received in the Human Resource Office (HRO) by 1600 hours on the closing date of the vacancy announcement, or if mailed, postmarked by the closing date of the vacancy announcement. **No exceptions will be made.** HRO highly recommends applications be mailed certified return receipt and well in advance of the closing date. U.S. government postage paid envelopes or distribution system may not be used in submitting applications.

QUESTIONS: Call MSgt Shannon Amos COMM (907) 249-1310, DSN 312-626-1310.

To verify receipt of application you may call HRO at 907-428-6247

1. Applicant must not have been previously separated "for cause" from active duty or an AGR tour.
2. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An SF Form 507 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date. Personnel age 40 or older are required to have a Risk Index calculated. If the Risk Index exceeds 10,000, a stress EKG is required. Retention physicals (every five years) and flight physicals are not valid physicals for accession into the AGR program.
3. Applicants must meet the fitness assessment standards IAW ANGI 10-248 at the time they are placed into the AGR program.
4. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade applicant **must indicate in writing**, willingness to be administratively reduced in grade when assigned to the position.
5. IAW ANGI 36-101, Para 2.6., "Initial tours may not exceed 6 years... Tours may not extend beyond an enlisted member's ETS or an officer's MSD (Mandatory Separation Date).
6. IAW ANGI 36-101, paragraph 2.1.3.7, applicant must be able to complete 20 years of active federal service prior to MSD for officer and age 60 for enlisted members. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one four-year tour. Extensions will not be considered.
7. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.