Position Announcement #
AKANG 19-178
https://dmva.alaska.gov/employment/

POSITION TITLE: Production Recruiter and Retention
AFSC or MOS: 8R200
OPEN DATE: 10 Jul 2019
CLOSE DATE: 09 Aug 2019
UNIT OF ACTIVITY/DUTY LOCATION: 168th Wing, Juneau, Alaska
GRADE REQUIREMENT: Min: E-6P Max: E-7
SELECTING SUPERVISOR: SMSgt Diana Miller
Position Number: 0072328634
PHYSICAL PROFILE: PULHES – 111321

AREAS OF CONSIDERATION
On-board AK ANG AGR Alaska Air National Guard members (Must hold advertised AFSC)
Alaska Air National Guard members (Must hold advertised AFSC)
Nationwide Air Force Component Members (Must advertised AFSC)

MAJOR DUTIES MAY INCLUDE
AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this
AFSC or go to: https://www.my.af.mil to review the AFECO

INITIAL ELIGIBILITY CRITERIA
*In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: General 24
- Strength requirement: Demonstrated ability to lift 40lbs
- Must have experience as an 8R000 for 24 or more months
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on
last 3 EPRs.
- Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12
months.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate
relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15)
to exercise sound leadership principles with respect to morale or welfare of subordinates.
- Possess a valid state driver’s license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle
Operations.
- Must maintain local network access IAW AFMANs 17-1201, User Responsibilities and Guidance for Information Systems and
17-1301, Computer Security.

PREFERRED QUALIFICATIONS
In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Cover Letter
- Resume
- Last 3 Enlisted Performance Evaluations
- Letters of Recommendation will be accepted

Nationwide military members eligible for membership in the AKANG
19-178
Secret
APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (http://dmva.alaska.gov/employment.htm) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (http://www.afpc.randolph.af.mil/vs) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the “PREFERED QUALIFICATIONS” section above.
   - Resume
   - Cover Letter
   - Last 3 EPR's/OPR's (or equivalent)
   - Letter of Recommendation

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 18-XX Doe, Jane E1
Email Subject should be: Announcement Number
Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)
Email Application Package to ng.ak.akang.mbx.hro-agr@mail.mil

** Applications will be accepted through ARL SAFE if standard email procedures do not work**
   - ARL SAFE https://safe.arl.army.mil/
   - All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)
   - Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:
Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242
SDI 8R200

**SECOND-TIER RECRUITER**

_(Changed 30 Apr 19)_

1. **Special Duty Summary.** Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. **Duties and Responsibilities:**

   2.1. For RegAF, related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, Squadron Operation NCO, Special Warfare Recruiter, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor. For AFR, related duties include In-Service Recruiters to include In-Service/Line Recruiters, Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7. For ANG, related duties include Officer Recruiters and Advanced Recruiting, Recruiting Office Supervisor, Retention Office Manager, NGB staff and Recruiting School Schoolhouse Instructor, and In-Service Recruiters.

   2.2. 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.

   2.3. 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.

   2.4. 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.

   2.5. 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.

3. **Special Duty Qualifications:**


   3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

   3.3. Training. Not used.

   3.4. Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience.

   3.5. Other. The following are mandatory as indicated:

   3.5.1. For entry into this SDI:

       3.5.1.1. Must be qualified in a valid Air Force Specialty Code (AFSC).

       3.5.1.2. See attachment 4 for additional mandatory entry requirements.

   3.5.2. For award and retention of this SDI:

       3.5.2.1. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

       3.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.

       3.5.2.3. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

       3.5.2.4. Must possess a valid state driver’s license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

       3.5.2.5. ★Must attain/maintain training standards and task certifications according to specific duty position JQS.

       3.5.2.6. No record of conviction by summary, special, or general courts-martial.

       3.5.2.7. ★No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

**Utilization note (RegAF only):** Award of this SDI is only authorized when an airman is filling a funded 8R200 unit manpower document (UMD) authorization. When the member is filling a valid 8R200 UMD authorization, 8R200 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. Once the member is no longer filling a valid 8R200 UMD authorization, 8R200 is no longer authorized as the Control and Duty AFSC but will remain as an awarded (secondary, third or fourth) AFSC IAW AFI 36- 2101, paragraph 4.1.2 unless the member is disqualified from the SDI then it will not remain as an awarded AFSC. Further, 8R200 is not authorized for award as the PAFSC when filling a funded 8R200 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R200 duties but not filling a funded 8R200 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure