



**Alaska Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
AKANG 16-106**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> (Temporary MRV funded position) <b>Production Recruiter and Retainer</b>	<b>AFSC:</b> <b>8R000</b>	<b>OPEN DATE:</b> <b>15 SEPTEMBER 2016</b>	<b>CLOSE DATE:</b> <b>15 OCTOBER 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>176<sup>th</sup> Wing, Joint Base Elmendorf-Richardson, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E4 Maximum: E6</b>	
<b>SELECTING SUPERVISOR:</b> <b>SMSgt Padello</b>	<b>VACANCY:</b> <b>1055813</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 111321</b>	

**AREAS OF CONSIDERATION**

**Area 1** On Board AKANG AGR (ANY AFSC)

**Area 2** Alaska Air National Guard members (ANY AFSC)

**Area 3** Nationwide (All military members eligible for membership in to the AKANG) (ANY AFSC)

**\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\***

**MAJOR DUTIES MAY INCLUDE**

- Organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU as outlined in applicable ANGLs and higher headquarters publications and directives
- Coordinate and disseminate Recruiting and Retention (R&R) information and establish effective relationships with the local community
- Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG
- Assist the Recruiting and Retention Manager (RRM) in the planning and organizing of recruiting activities
- Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives
- Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP)
- Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements
- Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities
- Utilize the R&R Administration Center to its fullest capabilities
- Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components
- Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel)
- Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials
- Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions
- Develop school programs to include presentations to members of educational institutions
- Coordinate formal presentations to community influencers and other organizations as requested
- Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations)
- Conduct Center of Influence (COI) events
- Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS)
- Will not perform additional duties IAW ANGI 36-101

**INITIAL ELIGIBILITY CRITERIA**

- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- Prior qualification at the 5-skill level in any AFSC is mandatory
- 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 record of disciplinary action that resulted in an Article 15 or Unfavorable Information File
- 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
- Must maintain a valid state driver's license and able to operate a government motor vehicle (GMV) IAW AFI 24-301, *Vehicle Operations*
- Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, 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
- Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory
- Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions
- Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications
- Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community

**\*See page 2 for Preferred Qualifications and Required Documents for Considerations\***

## PREFERRED QUALIFICATIONS

- Knowledge of the organization, mission, and operations of the ANG is mandatory

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."		

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil). 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 minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-5 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.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
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. 8RXXX Certification-Recertification (V1) (<https://dmva.alaska.gov/employment.htm>)
5. Last 3 Enlisted Performance Evaluations (If applicable)
6. Cover Letter & Resume (optional)
7. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF  
PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-XX Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-XX**

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

**\*\* Applications will not be accepted through AMRDEC\*\***

### QUESTIONS:

To verify receipt of application or have issues, you may call 907-428-6242 DSN 317-384-4242

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.