

Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Announcement Number: **AGR-16-43**

Open Period: **25 April 2016 to 26 May 2016**

Open Areas of Consideration: **Nationwide**

This vacancy announcement is open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard.

Appointment Factors: **Open to Promotable TSgt/E-6 NTE MSgt/E-7**

Position Information

Title: Recruiting & Retention Manager (RRM)

Grade: MSgt/E-7

DAFSC: 8R200

Position #/s: (0148) 0071575734

Unit/Duty Location: 149 FSS/RT, Joint Base San Antonio, TX

Funding Availability: AGR Funded

Concurrently Advertised: **N/A**

SUMMARY

Specialty Summary. Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Responsible for administration and management of retention programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint and retain quality personnel to satisfy strength requirements of the wing and state. Ensures members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commanders in force management goals and guiding members in achieving career goals, as appropriate. Communicate retention goals at all levels throughout the military structure.

Duties and Responsibilities:

- Develops annual unit retention plan including goals and objectives, retention activities, advertising initiatives and financial planning.
- Supervise/train traditional guard members who are directly involved in retention programs.
- Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements.
- Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs.
- Serve as Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.
- Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting & retention personnel.
- Manage office administration and serve as POC for all wing retention activities.
- Coordinate monthly with the ROS and Unit Manpower Document Monitor to identify current and projected vacancies.
- Provide recruiting & retention statistics analysis to Wing Commander monthly in coordination with ROS.
- Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRS.
- Generate reports to NGB/A1Y through the RRS IAW NGB guidance.
- Ensure recruiting & retention goals are met as determined by the State RRS.
- Responsible for inputs and updates to GoANG admin website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
- Develop unit programs including Retention events, briefings, internal recruiting and advertising, UCA Training, SAVs.
- Develop a partnership with appropriate wing offices for Newcomer's Orientation Program and Sponsorship Program for all new members.

QUALIFICATION REQUIREMENTS

- **Trainees Not Applicable: MUST HOLD 8R000 OR 8R200 AFSC**
- Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
- Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 24 months of experience.
- Possess a valid state driver's license.
- 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.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. 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.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013:** *Previous Editions are Obsolete.* **Announcement number and position title must** be annotated on the form. (i.e. "AGR-16-XX")
2. **Copy of Records Review RIP **within last 30 days.**** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status **validated within the last 12 months**** (required), and **AF 469, Duty Limiting Condition Report** (if applicable).
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must be **no more than 12 months** old.** Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. **DD Form 214s** (if applicable)
6. Other documents (EPRs/OPRs, Resume, etc.) are **optional**.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: ng.tx.txarng.list.hro-agr-air@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); *such as SSN, DOB, home/ mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.* Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-AGR-16-XX")

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.