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

Announcement Number: **AGR-17-55**

Open Period: **09 June 2017 to 23 June 2017** ***(This is a 15 day announcement)***

Open Areas of Consideration: **In-state**

*This announcement is open to all participating members of the Texas Air National Guard, to include those on Stat Tours.*

Appointment Factors: **Open to SSgt/E-5 Not to Exceed TSgt/E-6**

Position Information

**Title: Production Recruiter & Retainer**
**Grade: TSgt/E-6**
**DAFSC: 8R000**
**Position #/s: (0148) 0072329934**
**Unit/Duty Location: 149 FSS, JBSA Lackland, San Antonio, TX**
**Funding Availability: AGR Funded**

Concurrently Advertised: **N/A**

## SUMMARY

**Specialty Summary.** As a member of the Strength Management Team (SMT), organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinate and disseminate Recruiting and Retention (R&R) information and establish effective relationships with the local community. Military supervision of the PRR will be with the Recruiting and Retention Manager (RRM).

**Duties and Responsibilities:**

- Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG.
- Assist the 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 RRM and Unit Career Advisors (UCAs) with squadron administration of Career Motivation Program (CMP).
- Maintain locally established recruiting production standards to meet enlisted & officer state/territory/wing/GSU strength.
- 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 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.

**Specialty Qualifications:**

- Must be knowledgeable of the organization, mission, and operations of the ANG.
- Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
- 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.
- 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.
- 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.
- Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
- Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier.
- Must attain/maintain training standards and task certifications according to duty Job Qualification Standards (JQS).

**Additional Mandatory Criteria for Award and Retention of This SDI:**

- 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 possess valid state/territory driver's license to operate government motor vehicles IAW AFI 24-301.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct

or 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.

## QUALIFICATION REQUIREMENTS

- ***Trainees Not Applicable:*** **MUST HOLD 8R000 AFSC**

## 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. **Required: NGB Form 34-1**, ***Application for Active Guard/Reserve (AGR) Position*, *dated 11NOV2013***; *previous versions are obsolete.* Announcement number & position title must be annotated on the form. **(i.e. "AGR-17-XX")**
2. **Required: Current Report of Individual Person (RIP), within the last 30 days.** For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx (RIP must show your ASVAB scores and awarded AFSCs). RIPs must be no more than *30* calendar days old.
3. **Required: Current Report of Individual Fitness Assessment, within the last 12 months.** Selectee *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.
4. **Required**, *if applicable*: A signed memo to willingly take a demotion; for enlisted members, higher ranking to the appointment factors.
5. **Optional:** DD214s, EPRs/OPRs, Resume, letters of recommendation
6. **Optional:** Current Preventative Health Assessment (PHA)/physical qualification status:
   - 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.
   - Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

## 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, emailed with the proper naming convention of Last Name-Announcement number **(i.e. Last Name-AGR-17-XX)** in the subject line. 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 (see 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 requirements, 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 date*. **If you need to update a previously submitted package**, and it's 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 as Update Last Name-Announcement number in the subject line **(i.e. Update Last Name-AGR-17-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.