Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement
AKANG 20-38

https://dmva.alaska.gov/employment/

POSITION TITLE:	AFSC or MOS	OPEN DATE:	CLOSE DATE:
Production Recruiter and Retention	8R000	05 Dec 2019	04 Jan 2020

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
176th Wing, Joint Base Elmendorf Richardson, Alaska	**Min:** E4 **Max:** E6

SELECTING SUPERVISOR:	Position Number	PHYSICAL PROFILE:
TSgt Caleb Jordan	multiple vacancies	PULHES – 111321

AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)

Alaska Air National Guard members (Any AFSC)

Alaska Army Guard members (Any MOS/AFSC)

Nationwide military members eligible for membership in the AKANG (Any 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 AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: N/A
- Strength requirement: Demonstrated ability to lift 40lbs.

PREFERRED QUALIFICATIONS

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

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

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. Application Package will not be forwarded without statement: 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….”
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
Members currently on occational tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

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) (do not send SURF/Brief)
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. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERED QUALIFICATIONS" section above.
   - Resume
   - Cover Letter
   - Last 3 EPR's (or equivalent)
   - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

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)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 20-XX Doe, Jane E1
Email Subject should be: Announcement Number
Example: ANG 20-XX (must use advertisement # and NOT position # ex: 1234567)
Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

** Applications will be accepted through ARL SAFE if standard email procedures do not work**
- ARL SAFE https://safe.apps.mil/

YOU MUST INCLUDE THE PASSCODE WITH YOUR EMAIL. IF YOU DO NOT INCLUDE THE PASSCODE, HRO WILL NOT BE ABLE TO UNLOCK YOUR APPLICATION.
**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 should 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

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the “routing” of the selection package begins and ends with HRO.

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.

SDI 8R000

★ENLISTED ACCESSIONS 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. Conducts recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the Unites States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.
2.2. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.
2.3. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community.
2.4. Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

3. ★Special Duty Qualifications:
3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
3.2. Education. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.
3.3. Training. For retention, completion of the recruiter course is mandatory.
3.4. Experience. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
3.5. Other. The following are mandatory:
3.5.1. For entry:
3.5.1.1. For RegAF position, approved candidate on the developmental special duty nomination list.
3.5.1.2. ★E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.
3.5.1.3. Skill level commensurate with grade.
3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
3.5.1.5. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.
3.5.1.6. ★Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
3.5.1.7. ★For RegAF, score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months. For AFR/ANG, score 80 or above of the last two fitness test and have no current fitness exemptions.
3.5.1.8. ★For RegAF and ANG, no record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years. For AFR, must be approved by the Air Force Reserve Command (AFRC) Recruiting Service Commander after review of a mandatory background check by AFRC Judge Advocate for uniform code of military justice actions.
3.5.1.9. See attachment 4 for additional mandatory entry requirements.
3.5.2. For entryand retention:
3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
3.5.2.3. No record of conviction by summary, special, or general courts-martial.
3.5.2.4. ★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.

3.5.2.5. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
3.5.2.6. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security.*
3.5.2.7. For AFR, Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8R000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management.
3.5.3. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

Utilization note (RegAF only): Award of this SDI is only authorized when an airman is filling a funded 8R000 unit manpower document (UMD) authorization. When the member is filling a valid 8R000 UMD authorization, 8R000 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. The CAFSC will be updated after the member graduates from the formal school and signs into the new duty position (this is the same time the DAFSC changes). If there is no formal school, then the CAFSC will be updated using the same effective date as the DAFSC. Once the member is no longer filling a valid 8R000 UMD authorization, 8R000 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, 8R000 is not authorized for award as the PAFSC when filling a funded 8R000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R000 duties but not filling a funded 8R000 UMD authorization will have no change in their awarded and control AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFI 36-2101, *Classification of Military Personnel (Officer and Enlisted)*, paragraph 3.34. Use Outside of Control AFSC.