

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR
1000 Halsey Avenue, Bldg 447
Marietta, GA 30060
Telephone: (678)-569-5714 / (678)-569-5723

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: HQ 007-2022 **OPEN DATE: 18 May 2022** **CLOSING DATE: 8 June 2022**

POSITION: RECRUITER AND RETENTION SUPERINTENDENT (RRS)

**UNIT / LOCATION: GA ANG HQ, CLAY NATIONAL GUARD CENTER
MARIETTA, GA 30060**

AFSC: 8R300 (Qualification in and possession of AFSC 8R000 or 8R200)
MINIMUM MILITARY GRADE: MSGT (P)
MAXIMUM MILITARY GRADE: SMSGT
ASVAB: G-24
POSITION NUMBER: 0070319834

AREA OF CONSIDERATION:

NATIONWIDE ☒ **STATEWIDE** ☐ **UNIT ONLY** ☐

THIS ANNOUNCEMENT IS OPEN TO ALL MEMBERS ELIGIBLE TO JOIN THE GEORGIA AIR NATIONAL GUARD (GA ANG). MEMBERS OF THE GA ANG, USAF (CURRENT AND FORMER), ANG AND USAFR ARE WELCOME TO APPLY.

SPECIAL NOTES:

NOTE I: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.
NOTE II: NEW HIRE WILL NOT COME ONBOARD THIS POSITION UNTIL EFFECTIVE 1 JANUARY 2023

All applicants must scan & submit the following documents in ONE file in the order listed below via email:

- ☐ **NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)(Dated – 11 Nov 13).**
 - o Announcement number and position title must be annotated on the form. This document must be signed.
- ☐ **Report of Individual Personnel (RIP)(Must Be Dated Within the Last 30 Days)**
 - o RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
 - o Select Record Review and Print/View All Pages.
- ☐ **Report of Individual Fitness (Must Be Current)**
 - o Print from the myFitness application (myFSS). Test next due date must be current.
 - o Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- ☐ **Last 3 Evaluation Performance Reports or Letter of Evaluation**
 - o This document must be complete and signed.
 - o Airmen who do not have 3 or any evaluation performance reports on file, must provide a signed AF77 Letter of Evaluation providing justification for the evaluations unable to provide. A1C and below N/A.
- ☐ **Enlisted Brief or Active Duty Enlisted CDB**
 - o Current Active Duty members only. This document can be obtained from the AF Portal.
- ☐ **DD 214 (Certificate of Release or Discharge from Active Duty)**
 - o Former USAF members only.

OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES.

THE GEORGIA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

BRIEF DESCRIPTION OF DUTIES

This position is located in GA ANG HQ. As the leader of the Strength Management Team (SMT), serve as the principal administrator in the state/territory for ANG programs associated with recruiting and retention (R&R). Serve as the senior manager and point of contact for all NGB R&R issues. Serve as the subject matter expert for all state/territory R&R programs. Advise state/territory/wing/GSU leadership on overcoming R&R obstacles and shortfalls. Provide the oversight, development and implementation of plans, policies and procedures. Ensure effective operation of state/territory/wing/GSU R&R programs as outlined in applicable instructions and higher headquarters publications and directives. Communicate R&R goals to all levels of state/territory leadership. This position is assigned to the State/Territory Headquarters. Military supervision is provided by the State Director of Staff (DoS).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

1. Responsible for managerial oversight of all state/territory/wing/GSU ANG R&R Programs.
2. Advise state/territory/wing/GSU command staff on all R&R issues, provide regularly scheduled updates on the status of all programs and offers recommendations concerning the state/territory/wing/GSU.
3. Serves as the subject matter expert for state/territory/wing/GSU leadership on how to best leverage SMT manpower to meet mission requirements. Approves, submits and coordinates all SMT manpower requests with NGB/A1Y, Career Field Functional Manager (CFFM).
4. Be directly involved in the selection process of all state/territory/wing/GSU SMT personnel and ensure applicants meet all mandatory eligibility criteria listed in the Air Force Enlisted Classification Directory (AFECD) IAW ANGI 36-101.
5. As the Task Certifier for all SMT members, maintain oversight of all R&R training programs for the state/territory/wing/GSU. Primary trainer of Recruiting and Retention Managers (RRMs). Ensure all members of the SMT members are trained and performing IAW applicable directives, instructions and procedural guidance. Mentor, provide feedback and establish accountability for all members of the SMT to meet production/retention goals, standards and ethical conduct.
6. Provide reports on SMT improprieties as required by NGB/A1Y and notifies CFFM of all ethics concerns, violations or issues on the part of members of the SMT, especially those that may impact the public view/opinion of ANG R&R.
7. Serve as the Primary Resource Advisor (RA) for all R&R funds distributed by NGB/A1Y to the state/territory/wing/GSU, and overall management of state/territory/wing/GSU advertising accounts, IAW applicable guidance.
8. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure members of the SMT are conducting business IAW applicable guidance.
9. Ensure all R&R events are coordinated through the appropriate channels, documented properly in the R&R Administration Center and designed to achieve the optimal R&R exposure and results.
10. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in Inter-service Recruiting Council (IRC) meetings, as needed.
11. Develop and administer the state/territory/wing/GSU R&R Awards Program IAW NGB guidance.
12. Develop and monitor execution of R&R state-wide strategic planning document and oversee the development of wing/GSU level strategic planning documents.
13. Analyze all state/territory/wing/GSU RRM/PRR programs to include productivity, advertising, results and wing/GSU gain and loss trends to determine whether current efforts are effectively supporting attainment of goals specified in the state/territory/wing/GSU R&R Strategic Plans.
14. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program.
15. Ensure all required reports and requests for data are timely and accurate.
16. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention strategic plan. Ensure Air Force Recruiting Information Support System Total Force (AFRISS-TF) and the R&R Administration Center is utilized to its fullest capability by all R&R personnel.
17. Coordinate on all waivers from state/territory/wing/GSU SMT and forward to the appropriate waiver authority.
18. Will not perform additional duties IAW ANGI 36-101.

SPECIALTY QUALIFICATIONS:

1. For ANG. Prior qualification in SDI 8R000 with a minimum of 24 months experience and 8R200 with minimum 12 months experience.
2. 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 possess an overall knowledge of ANG R&R Programs and have demonstrated the capability of maintaining ANG R&R strength standards and goals with accomplished sales management ability.
3. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECDD.
4. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny.
5. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
6. Completion of Leadership Development Course within one year of assignment is mandatory.

AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to **AFSC: 8R300, GA ANG Headquarters, Marietta, GA**. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only) the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

QUALIFICATION REQUIREMENTS

- This opportunity is available to current members of the Active, Reserve, and Guard components of the United States Air Force. All applications will be accepted; however, first consideration will be given to Category I.
- Applicants are assessed into Category I or II:
 - Category I – All applicants currently possessing the required AFSC/Skill Level and Rank requirements stated above or TSgt and below rank announcements with no specified skill level (must meet rank/AFECDD requirements).
 - Category II – All other applicants who do not possess the required AFSC and skill level, but meet the rank requirements and the basic AFSC entry requirements IAW ANGI 36-101, the Air Force Officer Classification Directory (AFOCD) or the Air Force Enlisted Classification Directory (AFECD) Attachment 4. Category II applicants are forwarded to the selecting official on request when a selection is not made from the Category I Register.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- **AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1. Missing or expired documentation) will not be processed for board consideration.
- Applicants must furnish the required documentation as specified in the announcement. If required information is not provided, consideration will not be given in the qualification process.
- Scan documents as one file in the order listed on page one (.pdf file format only).
- Limit file size to less than 3MB (1MB or less is ideal).
- **Place only the following information in the subject line of your email: Announcement Number / Full Name (Example: ACW 001-2015 / Jane S. Doe).**
- Hard-copy and faxed applications will not be accepted.
- A confirmation email will be sent from our office upon receiving your application. Please allow up to 5 business days for the HR Staff to contact you once your application has been uploaded.

Email applications to: tyisha.mcnutt@us.af.mil, nicholas.coney@us.af.mil, kenya.jackson.4@us.af.mil

Applications must be received by midnight on the closing date.