

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	14-025
Date of announcement:	4 February 2014
Closing Date:	25 February 2014 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Retention Office Manager, 0719779
Duty Location:	Reno, Nev.
Unit:	Recruiting & Retention, 152 FSS
Area of Consideration:	Statewide; All current members of the Nevada Air National Guard Tier 1: Qualified 8R000 w/minimum 2 years' experience Tier 2: Qualified 8R000 w/less than 2 years' experience Tier 3: Qualified for 8R000 career field
Grade:	Enlisted, Min E-6/Promotable TSgt - Max-E-7/MSgt
AFSC:	Tier 1&2 8R000 / Tier 3: Open (any current 5 level AFSC) 5 level mandatory, Must be eligible to become Recruiter 8R000 AFSC qualified (see AFSC requirements below)
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Maj Conway (775) 788-4505/DSN 384-4505 April.Conway@ang.af.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

14-025

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial ___ NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial ___ Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial ___ All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial ___ Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial ___ Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial ___ Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial ___ A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial ___ Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial ___ Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial ___ Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial ___ Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Summary of Duties: 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. Military and full-time supervision of the ROM will be with the 152FSS Commander with the Recruiting and Retention Superintendent (RRS) as advisor. Develop an annual unit retention plan to include 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 the 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 and retention personnel. Manage office administration and serve as POC for all wing retention activities. Coordinate monthly with the ROS and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the 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 and retention goals are met as determined by the State RRS. Individual ROS and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves. 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 to include, Retention events, briefings, internal recruiting and advertising, UCA Training and Staff Assistance Visits (SAVs). Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.

AFSC QUALIFICATION REQUIREMENTS:

Tier 1 / 2 Applicants must:

- Must have a minimum of 2 years' experience as a Production Recruiter, Recruiting Office Supervisor or Recruiting and Retention NCO
- Must have demonstrated the capability of maintaining recruiting production standards.
- Must possess an overall knowledge of the ANG Recruiting Program
- Must possess knowledge, skill and proficiency in time management and sales techniques
- Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications
- 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 intense public scrutiny, and become involved in civic and military activities that support the local community
- Completion of the applicable sales training / coaching programs within one year of assignment is mandatory
- Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory
- Attendance at in-residence PME Course is desirable

Tier 3: (any current 5 level AFSC) 5 level mandatory, Must be eligible to become 8R000 AFSC qualified.

Applicants without the required AFSC, if selected, must agree in writing (AF Form 2096) to obtain a 3 skill level in the required AFSC and to attend training during the next available course. If the Airman fails to successfully complete the required formal training or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status (see ANGI 36-101 for entry requirements).

Non-AFSC qualified applicants must meet the minimum requirements for AFSC entry as defined in AFECD: minimum ASVAB score G 24, PULHES 111321, and demonstrated weight lift of 40 lbs.

ADDITIONAL REQUIREMENTS:

Duties and Responsibilities: Outstanding appearance, military bearing, professional conduct, high moral character and unquestionable integrity are required. Must be able to speak clearly and communicate effectively both orally and in writing. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG Recruiting & Retention duties. Must have knowledge of the organization, mission and operation of the ANG. Ability to type 25 wpm is desirable. Ability to operate a personal computer with experience using Microsoft Office programs is preferred.

Must be willing to work long irregular hours and travel on short notice as required.

Demonstrate ability to perform and be:

1. A self-starter, capable of accomplishing multiple tasks while simultaneously meeting deadlines is a must. Must be highly self-motivated, well organized, creative, and work with minimum supervision. Must immediately attend and graduate ANG Recruiter and Recruiting & Retention Management course's to retain this position.
2. All applicants meeting initial screening criteria will be interviewed. An AGR Selection board will interview all eligible applicants in person (at applicant's expense).
3. Qualified applicants for the position must complete an online assessment prior to receiving and interview. HRO or the selecting official will contact the applicants to do the online assessment.
4. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position (if selected).
5. As a condition of employment, the selectee will attend all unit training assemblies and annual training with their unit as assignment. Wearing of the appropriate military uniform and maintaining prescribed standards of conduct and appearance are mandatory conditions of employment.
6. Members should remain in the position in which initially assigned for a minimum of 24 months.

MINIMUM ELIGIBILITY CRITERIA:

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. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.