

# AMENDMENT TO ANNOUNCEMENT 14-025

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

<b>Announcement Number:</b>	<b>14-027</b>
<b>Date of announcement:</b>	<b>4 February 2014</b>
<b>Closing Date:</b>	<b>25 February 2014</b> (All applications must be received before 1600 on the closing date)
<b>Start Date No Later Than:</b>	<b>N/A</b>
<b>Position Description &amp; #:</b>	Retention Office Manager, <b>0719779</b>
<b>Duty Location:</b>	Reno, NV
<b>Unit:</b>	Recruiting, 152 FSS
<b>Area of Consideration:</b>	<b>Statewide; All current members of the Nevada Air National Guard</b>
<b>Grade:</b>	Enlisted, Min E-6/Promotable TSgt - Max-E-7/MSgt
<b>AFSC:</b>	Open (any current 5 level AFSC) 5 level mandatory, Must be eligible to become Recruiter 8R0 AFSC qualified (see AFSC requirements below)
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	1SG Anderson (775) 887-7391/DSN 530-7391 <a href="mailto:troy.h.anderson.mil@mail.mil">troy.h.anderson.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	Maj Conway (775) 788-4505/DSN 830-4505 <a href="mailto:april.conway@ang.af.mil">april.conway@ang.af.mil</a>
<b>NOTE: *Nationwide means: Only current members of the Nevada Air National Guard AGR's, Active Duty, Technician or Traditional Drill Status Guardsman (M Day) may apply.</b>	

**14-027**

**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.ngbpcdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpcdc.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:**

**Major duties:**

Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements IAW ANGI 36-2002 and ANG initiatives. Analyze industrial and population content of communities to determine the demographic requirements for recruiting programs. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities to include managing the High School Program IAW ANGI 36-2602. Develop and maintain contacts with representatives of civilian organizations, high schools, local guard, reserve and active duty units of the Armed Forces. Establish contacts with interested prospects through the use of news media, local advertising, and referrals. Coordinate formal presentations to members of educational institutions, public service organizations, and other organizations as requested. Conduct recruiting training for ANG personnel engaged in recruiting that are in direct contact with public and representatives of the news media. Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG. Maintain recruiting production standards or may be subject to removal from position IAW ANGI 36-101. Must be willing to work long irregular hours.

**AFSC QUALIFICATION REQUIREMENTS:**

**Applicants must:**

- **Have a 5-level in any AFSC.**
- 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.
- 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.

Open (any current 5 level AFSC) 5 level mandatory, Must be eligible to become Recruiter 8R0 AFSC qualified.

**Applicants** without the required AFSC, is 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 Recruiter 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 course 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.