

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

Announcement Number:	16-025
Date of announcement:	12 January 2016
Closing Date:	28 January 2016 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	15 February 2016
Position Description & #:	Retention Office Manager, 0719779
Duty Location:	Reno, NV
Unit:	152 AW
Area of Consideration:	Statewide*; *Current Members of Nevada Air National Guard
Grade:	Enlisted Max E-7/ MSgt
AFSC:	8R200 preferred or 36 months experience as 8R100
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 mailto:joseph.a.henle.mil@mail.mil
Unit Point of Contact:	MSgt Jonathan Baker (775) 788-4541 /DSN 830-4541 jonathan.m.baker12.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard, AGR's, Technicians, or Traditional Members (DSG) may apply.	

16-025

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 (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPRs.
10. Initial Photograph:
 - Official Military BIO Photo in Dress uniform without headgear preferred. 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 in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

Summary of Duties: Responsible for administration and management of retention programs as outlined in applicable ANGI's 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:

Must hold AFSC 8R200 or have 36 months experience in AFSC 8R100.

ADDITIONAL REQUIREMENTS:

Special Duty Qualifications:

1. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.
3. Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience.
4. Other. The following are mandatory as indicated:
For entry into this SDI:
 - a. Must be qualified in a valid Air Force Specialty Code (AFSC).
 - b. For award and retention of this SDI:
 - c. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
5. No history of emotional instability, personality disorder, or other unresolved mental health problems.
6. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
7. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.
8. Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36- 2201, *Air Force Recruiting Service (AFRS) Training Program*.
9. 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.

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. The initial tour length is three years. 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.