



# District of Columbia Air National Guard

## AGR Announcement

### 13-356



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>IN ORDER TO RECEIVE CONSIDERATION          APPLICATION MUST BE RECEIVED BY          1530 EST ON CLOSING DATE OF THIS          ANNOUNCEMENT</b>	<b>OPENING DATE:</b> 1 November 2013	<b>CLOSING DATE:</b> 15 November 2013
	<b>Position Title:</b> Recruiting/Retention Supervisor <b>Applicant: Max Grade: E8</b> <b>Applicant: Min Grade: E7 (PROMOTABLE)</b>	
	<b>Selectee will be assigned to a compatible military          position of: 8R000</b>	
<b>Position Location:</b> 113th Wing, DCANG Joint Base Andrews, Maryland	<b>Appointment Status</b> <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	
<b>AREA OF CONSIDERATION:</b> <p style="text-align: center;"><b>GROUP II</b></p> <p style="text-align: center;"><b>AGR:</b> Individuals who are current military members of the DCANG          AGR resource is available</p>		
Special Remarks: Minimum two (2) years experience in Air Component recruiting and retention is required. <b>**Please note the start date for this position is 1 April 2014.** IN ACCORDANCE WITH ANGI36-101,          4.1.6.3, "APPLICANTS FOR E8 POSITIONS MUST HAVE COMPLETED THE SENIOR          NONCOMMISSIONED OFFICER ACADEMY TO APPLY FOR THE AGR POSITION.</b>		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept applications mailed at government expense. Electronic or fax applications will not be accepted. <b><u>Failure to submit all required documents as outlined          below will result in your application not being considered for employment.</u></b> <p style="text-align: center;"><b>AGR REQUIRED DOCUMENTS (no binders please):</b></p> <ol style="list-style-type: none"> <li>1.) NGB 34-1 (<i>dated Nov 2010</i>) Application for AGR Position with original signature</li> <li>2.) Separate sheet of paper with email address and additional point of contact number(s)</li> <li>3.) Current RIP (Report of Individual Performance) from vMPF                *Please do not submit a Data Verification Brief (DVB)</li> <li>4.) Recent Fitness Test from AFFMS (Per AFI 36-2905 (<i>current within 12 months</i>))</li> <li>5.) Knowledge, Skills, and Ability (KSA) questions addressed by element on a separate paper.</li> <li>6.) Security Clearance verification memorandum (<i>do not submit a JPAS print out</i>)</li> <li>7.) Letter(s) of recommendation (<i>optional</i>)</li> </ol>		
<b>Conditions of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization, in accordance with NGB Regulation 690-600 and ANGR 40-1614.		

This announcement must be posted on unit bulletin boards until the day following the close date



# District of Columbia Air National Guard

Is an Equal Opportunity Affirmative Action Employer



**Announcement Number:** 13-356

**Position:** Recruiter

**Brief Description of Duties:**

Advise command staff for the state on all recruiting and retention issues. Provide periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns. Ensure all recruiting and retention personnel are trained In Accordance With (IAW) applicable directives, instructions and procedural guidance. Ensure all recruiting and retention personnel maintain sales training proficiency requirements. Serve as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB/A1Y in accordance with applicable procedural guidance. Maintain Staff Assistance Visit (SAV) Program. Ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed. Develop and administer the State, Regional and National Recruiting and Retention Awards Program. Analyze recruiter/retainer productivity, gain and loss trends determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan to ensure mission success. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program. Ensure all required reports and requests for data are timely and accurate. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention plan. Responsible for managerial oversight of the State's Recruiting and Retention Programs. Ensure Air Force Recruiting Information Support System (AFRISS) and AFRISS Based Retention Office Manager's Productivity System (ROMPS) [ABR] are utilized to fullest capability by all recruiting and retention personnel. Evaluate all waivers from state recruiting and retention personnel and forward to the appropriate waiver authority. Ensure a Health Professions/Medical Recruiter is designated for each wing and conduct a health team workshop, as needed or required. Performs other duties assigned.

**Qualifications:**

1. Must have a SECRET security clearance or be able to obtain one within 6 months.
2. Must have a minimum of two years experience in Air Component recruiting and/or retention in SDI 8R000 and 18 months ANG membership are required prior to assuming the RRS position.
3. 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.
4. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting/retention strength standards and goals with accomplished sales management ability.
5. Must comply with military duty eligibility requirements in IAW ANGI 36-101.
6. 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.
7. 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.
8. Selectee must have completed the RRS 101 Course within one year of assignment.
9. Completion of an applicable coaching and sales training program within one year of assignment is mandatory.

**Specialized Experience:**

Must demonstrate **eighteen (18) months** experience in which the following Knowledge, Skills and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements:**

- A) Knowledgeable of the organization, mission, and operations of the ANG.
- B) Knowledge of military duty eligibility requirements IAW ANGI 36-101.
- C) Skill in using a personal computer to communicate using electronic mail and in using a variety of office automation software such as word processing, spreadsheets, and graphics to produce reports and briefings and track program status.
- D) Ability to collect and organize data and to communicate effectively orally and in writing.
- E) Ability to work with senior leaders and officers.

**Eligibility Requirements:**

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Service members whose initial DCNG AGR order places them at 18 years or more of Total Active Federal Military Service (TAFMS) will require a signed and approved sanctuary waiver prior to beginning tour.  
\*This requirement is not applicable to service members with over 18 years TAFMS.
3. Prior to entry into the AGR Program, member must be medically cleared by the 113th, MDG.
4. Must meet all eligibility requirements in accordance with ANGI 36-101

**AGR Employment Points of Contact:** HR Specialist: TSgt Angel Love-Shorter / angel.d.loveshorter.mil@mail.mil / 202-685-9778 (DSN 325-9778) AGR Manager: CPT Ryan McBride / ryan.mcbride@us.army.mil / 202-685-9779 (DSN 325-9779)

This announcement must be posted on unit bulletin boards until the day following the close date