



District of Columbia Air National Guard
AGR Announcement Number: 15-303

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| <p>APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719</p> <p>IN ORDER TO RECEIVE CONSIDERATION APPLICATION MUST BE RECEIVED BY 1530 EST ON CLOSING DATE OF THIS ANNOUNCEMENT</p> | <p>OPENING DATE: 29 January 2015</p> | <p>CLOSING DATE: 3 March 2015</p> |
| | <p>Position Title: Production Recruiter Applicant Max Grade: E6 Applicant Min Grade: E4</p> | |
| | <p>Selectee must possess AFSC Requirement: 8R000</p> | |
| <p>Position Location: 113th Wing, DCANG Joint Base Andrews, Maryland</p> | <p align="center">Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> | |
| <p align="center">AREA OF CONSIDERATION: Group III Individuals who possess the qualification to become members of the DCANG AGR Resource Available</p> | | |
| <p>Special Remarks: This vacancy is for a three (3) year tour. Prior qualification at the 5-skill level (3-skill level if no 5 skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier</p> | | |
| <p>INSTRUCTION FOR APPLYING: This office will not accept applications mailed at government expense. Electronic or fax applications will not be accepted. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></p> <p align="center">AGR REQUIRED DOCUMENTS (no binders please):</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position with original signature 2.) Separate sheet of paper with your email address and contact information. 3.) Current RIP (Report of Individual Performance) <u>from vMPF – Print all pages</u> *Please do not submit a Data Verification Brief (DVB) 4.) Recent Fitness Test from AFFMS (Per AFI 36-2905 (<i>current within 12 months</i>)) 5.) Knowledge, Skills, and Ability (KSA) questions addressed by element on a separate paper. 6.) Security Clearance verification memorandum (<i>do not submit a JPAS print out</i>) | | |
| <p>Conditions of Employment: <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.</p> | | |
| <p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable.</p> | | |
| <p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.</p> | | |
| <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 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 | | |
| <p>AGR Employment Points of Contact: HR Specialist: MSgt 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) or follow us on TWITTER @NGDCHRO.</p> | | |

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



District of Columbia Air National Guard

Is an Equal Opportunity Affirmative Action Employer

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| Announcement Number: 15-303 | |
| Position: Production Recruiter | |
| Specialty Summary/Duties and Responsibilities: Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and full-time supervision of the PR will be with the Recruiting Office Supervisor (ROS). Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the ROS in the planning and organizing of recruiting activities. Assist the ROS in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions. Develop School Programs to include presentations to members of educational institutions. Coordinate formal presentations to public service organizations, and other organizations as requested. Conduct recruiting assistance for ANG personnel engaged in recruiting activities that may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, and presentations). Conduct Center of Influence (COI) events. | |
| Minimum Selection Eligibility Criteria: | |
| <ol style="list-style-type: none"> 1. Skill level commensurate with grade. 2. PME commensurate with grade. 3. Overall EPR rating of 5 on last performance report. If no EPR, a Letter of Recommendation from commander validating the member as a top performer. 4. Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months. 5. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years. | <ol style="list-style-type: none"> 6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2, <i>Licensing Network Users and Certifying Network Professionals</i>. 7. No history of emotional instability, personality disorder, or other unresolved mental health problems. 8. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. 9. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, <i>Vehicle Operations</i>. 10. Minimum ASVAB General Aptitude score of 24. |
| Specialty Qualifications: | |
| <ol style="list-style-type: none"> 1. Must be knowledgeable of the organization, mission, and operations of the ANG. 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. 3. Must be able to speak clearly and communicate effectively. 4. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. | <ol style="list-style-type: none"> 5. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. 6. Must possess skills in oral and written communication and have working knowledge in current computer software applications. 7. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory. 8. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier. 9. Completion of the applicable sales training programs within one year of assignment is mandatory. |
| Knowledge, Skills and Abilities (KSA's) Statements: | |
| <ol style="list-style-type: none"> A. Knowledge of the organization, mission, and operations of the ANG. B. Skilled in setting specific, measurable goals, to maximize effectiveness and reach targeted goals. C. Ability to match resources, tools, and action plans to accomplish specific objectives. | <ol style="list-style-type: none"> D. Ability to prioritize and complete tasks under pressure and without direct supervision to achieve goals within allotted time. E. Ability to adapt to non-routine situations and adjust easily to last minute changes while maintaining a good attitude. |

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