



# District of Columbia Air National Guard

## AGR Announcement

### 19-387



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b>  <a href="mailto:NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL">NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</a></p>	<p><b>OPENING DATE:</b> 15 July 2019</p>	<p><b>CLOSING DATE:</b> 14 August 2019</p>
<p><b>Position Location:</b> 113th Wing Joint Base Andrews, MD</p>	<p><b>Position Title:</b> Production Recruiter &amp; Retainer (PRR)  <b>Max Grade:</b> E6 (TSgt)  <b>Min Grade:</b> E5 (SSgt)  <b>AFSC:</b> Any - Selectee must possess AFSC Requirement for: SDI 8R000  <b>3 Positions Available</b></p> <p><b>Appointment Status</b>  <input checked="" type="checkbox"/> Enlisted    <input type="checkbox"/> Officer</p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>  This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically.</b> <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b></p> <p style="text-align: center;"><b>AGR REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1.) NGB 34-1 (<i><b>dated Nov 2013</b></i>) Application for AGR Position. <a href="https://www.ngbpcdc.ngb.army.mil/ngbforms/">https://www.ngbpcdc.ngb.army.mil/ngbforms/</a></li> <li>2.) Copies of the last five OPRs (<i>Officers only</i>).</li> <li>3.) Resume (<i>any format</i>).</li> <li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li> <li>5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager.</li> <li>6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>).</li> <li>7.) Letter(s) of recommendation (<i>optional</i>).</li> <li>8.) If missing documents, memo to board president required stating reason why documents are missing.</li> </ol> <p><b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 19-300 – SSGT DOE, JOHN A</b>  <b>Email subject will be in the same format.</b></p>		
<p><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.  If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p>		
<p><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>Incomplete applications will not be considered.</b> It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		
<p><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. Reference: NGR AR 690-600 / NGR AF 40-1614. <a href="http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpcdc.ngb.army.mil/publications.htm">http://www.ngbpcdc.ngb.army.mil/publications.htm</a></p>		



# The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

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

**Announcement Number:** 19-387

**Position:** Production Recruiter & Retainer (PRR)

**Brief Description of Duties:** Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGI's 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 PRR will be with the Recruiting and Retention Manager (RRM). 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 Total Force (AFRISS-TF) 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.

**Qualifications:**

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.
6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.
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, *Vehicle Operations*.
10. Minimum ASVAB General Aptitude score of G24.
11. The applicant/selectee must be able to qualify for a SECRET Clearance.

**Eligibility Requirements:**

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

**AGR Employment Points of Contact:**

HR Specialist: SSgt Shailah Florvil, [Shailah.Florvil.mil@mail.mil](mailto:Shailah.Florvil.mil@mail.mil) /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, [Adrienne.L.Wilson.mil@mail.mil](mailto:Adrienne.L.Wilson.mil@mail.mil) /202-685-9925 (DSN 325-9925)