

CONNECTICUT AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

(MVA 16-063)

**CONNECTICUT ARMY AND AIR NATIONAL GUARD HUMAN
RESOURCE OFFICE
MIDDLETOWN, CONNECTICUT 06457**

POSITION/EMPLOYMENT OPPORTUNITY: NATIONWIDE

CTHR-AGR ANNOUNCEMENT NUMBER: 16-063

OPENING DATE: 09 September 2016

CLOSING DATE: 25 October 2016

AGR POSITION TITLE/ASSIGNMENT: Production Recruiter and Retainer

UNIT/LOCATION: JFH-CTDPR , BRADLEY ANGB, EAST GRANBY, CT 06026

SPMD GRD: TSgt

UMD GRD: E6

FAC: 169000

AFSC: 8R000

AREA OF CONSIDERATION: NATIONWIDE

ELIGIBILITY REQUIREMENTS: All applicants must meet the duty eligibility standards of ANGI 36-101. Applicants must be medically qualified under provisions of AFI 48-123. Applicant must hold a minimum of Secret Security Clearance at time of application. All applicants must be SrA thru TSgt, and must possess a 5 skill level in any AFSC. If non AFCS qualified Airman is selected, they must attend the Production Recruiter and Retainer course at Lackland Airforce Base. Tour expires 30 September 2020.

POSITION DESCRIPTION: 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 NCOIC (RNCOIC); Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG; Assist the RNCOIC in the planning and organizing of recruiting activities and 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); 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 whom may be in direct contact with the public and news media representatives; Conduct Center of Influence (COI) events.

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SPECIALITY QUALIFICATIONS:

Must be knowledgeable of the organization, mission, and operations of the ANG. Comply with military duty eligibility requirements IAW ANGI 36-101. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). 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. Must be able to speak clearly and communicate effectively. 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. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory. 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. Completion of the applicable sales training programs within one year of assignment is mandatory

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

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. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or 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.

APPLICATION PACKAGE:

Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code.

Emailed application will not be accepted (exceptions may be made for Airmen deployed OCONUS only).

ALL APPLICATION PACKETS must be mailed or delivered to:
Connecticut Army National Guard
Human Resource Office
ATTN: AGR Tour Office
375 Smith Street, Suite 111
Middletown, CT 06457
860-613-7617

The application packet will consist of the following documents:

1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in "Current Home Address Line".
2. Report of Individual Person (RIP)
3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old of closing date)
4. AF Form 422 Notification of AF Member's Qualification Status (not more than 12 months old of closing date)

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5. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b, DD Form 214, or DD Form 1506 (Statement of Service).
6. Copy of State Civilian Driver's License
7. Certificates of Training (pertaining to this announcement)
8. Overgrade Letter of Understanding (If applicable)
9. Professional resume including duty history

*All applications must be received in AGR Tour Branch no later than 1600 hours on the closing date of the announcement. **Applications received after this time, regardless of postmark will be considered ineligible.** Applications must be hand carried or mailed to the AGR Tour Branch at the above address.*

SELECTION PROCEDURE: All application packets that meet eligibility requirements will be forwarded to the selection board IAW ANGI 36-101. Applicants that do not meet eligibility requirements will be notified in writing as to why. Selection for this position will be based on qualification/fitness, and without discrimination because of race, religion, color, national origin, sex, political affiliation or any other non-merit factor. All applicants will receive written notification of the final action on their application.

MILITARY INCENTIVES/BONUS:

If selected, acceptance of an AGR position may impact your current incentive/bonus. Please contact the State Incentive Manager at 860-292-2574 for more information.

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