VACANCY ANNOUNCEMENT

MERIT PLACEMENT AND PROMOTION OPPORTUNITIES

Human Resource Office
North Dakota Army National Guard
P.O. Box 5511
Bismarck, ND  58506-5511

Human Resource Office
North Dakota Air National Guard
119th WING/HR
1400 32nd Ave North
Fargo, ND  58102-1051

Announcement Number:  ANG 17-25

Application accepted from: ASAP thru close of business on: 11 Aug 2017

Position Title & Grade: Production Recruiter, Max Grade TSgt  * Limited Tour thru Sep 2022*

Position No: 107276034 Duty Location: 119 FSS Bismarck

Salary Range: Active Duty Pay Earliest Fill Date: 01 Oct 2017

Interviewing Supervisor: SMSgt Tanya Augdahl, Recruiting & Retention Superintendent

Appointment Factors:
AGR ENLISTED TOUR THRU NON
ENLISTED 30 SEP 2022 SUPERVISORY

Area of Consideration:
NDANG Full Time Personnel.
Current Members of the NDANG.
Persons Eligible to become members of NDANG.

Note: This position currently is funded and resourced through 30 Sep 2022; employment beyond this date will be subject to resource availability. The selected member will be required to sign a Statement of Understanding (SOU) prior to AGR tour orders being published.

Compatibility: 8R000 (5-skill level in any AFSC is mandatory for entry into this Special Duty Identifier).
Individual must attend the Air National Guard Recruiting Course.

INDIVIDUAL DOES NOT HAVE TO CURRENTLY BE ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION. COMPATIBILITY REQUIREMENTS MUST BE MET OR A SPECIFIC PLAN BE DEVELOPED UPON SELECTION.

Brief Description of Duties:
Organizes and executes programs to enlist quality personnel to satisfy strength requirements of the wing and state. Coordinates and disseminates recruiting information and establishes effective relations with the local community.

MUST ATTEND THE AIR NATIONAL GUARD RECRUITER COURSE ASAP FOLLOWED BY INITIAL TRAINING IN FARGO.
DUTIES AND RESPONSIBILITIES:

Conducts recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from sources to achieve recruiting goals. Develops information sources such as employment agencies, driver’s license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment case files on personnel who are enlisting in the Air National Guard. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.

Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air National Guard orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air National Guard.

Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air National Guard in the community.

Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to supervisor. Assists in policy development and ensures timely implementation.

SPECIALIZED EXPERIENCE:

Must be knowledgeable of the organization, mission, and operations of the ANG. Possess a valid state driver’s license. 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 demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision. 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. Completion of ANG Basic Recruiting Course is mandatory prior to assignment. 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. Score 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. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on last 3 EPRs. 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. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in ANGI 36-2602.
AGR MEMBERS ENTERING ON FULL TIME MILITARY DUTY (ORDERS WHICH ARE 3 OR MORE YEARS) MUST BE MEDICALLY QUALIFIED IAW AFI 48-123 & THE NGB/SGP CONSOLIDATED MEMORANDUM. INDIVIDUALS MUST HAVE A CURRENT PHYSICAL AND DENTAL EXAMINATION WITHIN TWELVE (12) MONTHS PRIOR TO ENTRY DATE, HIV TEST WITHIN THE LAST SIX (6) MONTHS, AND CARDIAC RISK INDEX ASSESSMENT FOR PERSONNEL AGE 40 OR OLDER. AGR ACCESSIONS ARE MEDICALLY APPROVED BY THE NORTH DAKOTA STATE AIR SURGEON; THOSE MEMBERS ON WWD WAIVER CONSIDERATION MUST BE APPROVED BY THE NGB/SGPA OFFICE.

1. HOW TO APPLY:
   a. Submit a complete NGB Form 34-1 dated 11 Nov 2013, Application For Active Guard/Reserve (AGR) Position.
   b. Submit a Report of Individual Person (RIP) from vMPF.
   c. Submit the most recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS).
   d. You may attach any documentation you feel is necessary or that will enhance your possibilities for selection.
   e. Applications must be submitted to the Human Resource Office (HRO) to arrive NO LATER THAN the closing date. HR commercial telephone: BISMARCK (701) 333-3365 or FARGO (701) 451-2267. Applications must be submitted via email to USAF ND 119 WG Mailbox HRO at address: usaf.nd.119-wg.mbx.hro@mail.mil.

2. EQUAL OPPORTUNITY: The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.

   Visit us on the Web: www.ndguard.ngb.army.mil/joblisting