

**ILLINOIS AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT**

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: State Recruiting and Retention Superintendent	ANNOUNCEMENT NUMBER: 14A-056	
UNIT OF ACTIVITY & LOCATION: ILANG HQ Springfield, IL		OPENING DATE: 2 Sep 14	CLOSING DATE: 31 Oct 14
MAXIMUM GRADE: SMSgt/E-8	REQUIRED AFSC(s): 8R300	APTITUDE REQUIREMENTS:	M: A: G: 24 E: P:1 U:1 L: 1 H:3 E:2 S:1
SELECTING OFFICIAL: Col Stephen Baggerly		CML: 217-761-3580	
AREA OF CONSIDERATION: Military duty personnel eligible for a Title 32 AGR Tour at the HQ ILANG.		NOTE: Position Announcement Number and Position Title must be included on application. Questions can be directed to Lt Col Sullivan at 217-761-3098.	

Conditions of Employment:

- Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. **RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty** and an **HIV test must be completed not more than six months prior to the start date of the AGR tour.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.
- AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFECD, 31 October 2009.
- Applicants for SMSgt/E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB scores do not meet the minimum required AFEC, 31 October 2009 Attachment 4, contact your servicing FSS. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

DUTIES & RESPONSIBILITIES:

The Recruiting and Retention Superintendent (RSS) serves as the principle administrator in their state for all Air National Guard (ANG) programs associated with the recruitment and retention of military members. The RSS oversees development and implementation of all plans, policies, and procedures, ensuring operation of State Recruiting and Retention programs. Ensures States programs comply with ANGI 36-2002, ANGI 36-2607, and all other applicable ANG and Air Force instructions. The RSS serves as the Resource Advisor (RA) for all Recruiting and Retention funds distributed to the State from HQ ANG/DPFR. The RSS also advises senior commanders on all force management issues concerning accession of new recruits and retention of quality members. This position is assigned to the State Headquarters. Military and full-time supervision is provided by the Chief of Staff, Air, with program guidance, direction and resources provided by HQ ANG/DPFR. The RSS will fulfill the following duties and responsibilities: Ensure all Recruiting and Retention personnel are trained IAW applicable Air Force and ANG directives and instructions and Professional Selling Skills (PSS). Advise State command staff on all Recruiting and Retention issues providing periodic updates regarding the status of all programs and offering recommendations concerning Recruiting/Retention-related force management concerns. In conjunction with the Recruiting Office Supervisor(s) (ROSs), Retention Office Manager(s) (ROM), and the Recruiting and Retention Non-commissioned Officer(s) (RRNCOs), develop a comprehensive State Recruiting and Retention Plan that establishes measurable goals for the State and by unit(s). Distribute State plan to all recruiting and retention activities and appropriate supervisory personnel. Distribute/redistribute appropriated funds to recruiting and retention activities that will support attainment of measurable goals established in the State Recruiting and Retention Plan. Serves as State administrator for the Air Force Recruiting Information Support System (AFRISS). Coordinates with the ROS(s), ROM(s), and RRNCO(s) concerning recruiting and retention issues related to: The accuracy and timeliness of all required reports and requests for data.

Gain and Loss trends, determining whether current efforts are satisfactorily supporting attainment of goals specified in the state Recruiting and Retention Plan. Recruiter productivity and unit manning. The Career Motivation Program (CMP) and ensuring career interviews are accomplished. The quality and effectiveness of Retention Staff Assistance Visits (SAVs) provided by the ROM to each supported unit. The status of Incentive and Montgomery G.I. Bill (MGIB) Programs. The assessment of unit retention programs based on members' separation surveys. Critical manning concerns, to include career field shortages and identification of critical AFSCs for possible inclusion into the Incentive Program. Diversity initiatives and unit manning compares with local demographic composition. The status of budget execution and the direction of local advertising and marketing campaigns. Compliance with ongoing training requirements for recruiters is being accomplished as specified in NGR (AF) 50-7 and Career Motivation Program (CMP) training is being provided to all newly assigned Unit Career Advisors (UCAs) IAW ANGI 36-2607. Increasing prior service enlistments utilizing the Palace Chase and Palace Front Programs in coordination with ANG In-Service Recruiters (ISRs). Assist with managerial oversight of their State's Recruiting and Retention Programs IAW ANGI 36-2602, ANGI 36-101, NGR (AF) 50-7, and ANGI 36-2607. As the Resource Advisor (RA) manage, monitor and coordinate the expenditure of all State Recruiting and Retention funds. Administers the Air Force Recruiting Information Support System (AFRISS) in the State.

SPECIALTY QUALIFICATIONS:

Minimum of two years experience in ANG recruiting and/or retention in SDI 8RX00. 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 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. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFEC. Must be willing to work long, irregular hours, become involved military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny. 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. Completion of applicable RRS Certification Course within one year of assignment. Completion of applicable coaching programs within one year of assignment is mandatory.

APPLICATION INSTRUCTIONS
APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT
*****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*****

NGB 34-1: Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration.

1. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores (enlisted personnel only).
2. **Copy of current physical (must include PULHES) & Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) within last 12 months.**
3. Background Survey Questionnaire 79-2 OMB **FORM 1386 (OPTIONAL)**

Applicants from out of state and members transferring from another branch of service must also submit the following:

- SF 507, Addendum to Medical History, (CURRENT within 12 months)
- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months), must include PULHES
- SF 600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight

SECURITY CLEARANCE: Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

COMPLETION OF APPLICATION: Fax will not be accepted. **Applications will only be accepted if they are physically received in the Human Resource Office by the closing date of the vacancy announcement. No exceptions will be made.** You may staple your application. Do not bind, tab, or use document protectors. Submit only single sided copies of all application documents submitted. Applications mailed in government envelopes will not be accepted.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

THE ILLINOIS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER: Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, training, character, conduct and attitude.

Where to forward application: TAG of IL, Attn: HRO, 1301 N. MacArthur Blvd., Springfield, IL 62702-2317. Applications Must be received and date stamped into this office no later than the closing date of the announcement. **Incomplete or late Packets will not be considered.**

Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3707, DSN: 555-3707.

Illinois National Guard vacancies can be viewed at <http://www.il.ngb.army.mil>. Click for All Job Openings.