



**DEPARTMENT OF THE AIR FORCE  
FLORIDA NATIONAL GUARD**

Office of the Adjutant General  
St. Francis Barracks, P.O. Box 1008  
St. Augustine, Florida 32085-1008

**STATEWIDE**



**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 028-15(M)**

**Open To: Current On-Board Florida AGR Members Only**

**Position Title:** Production Recruiter

**Unit/Duty Location:** 125<sup>th</sup> FW, Jacksonville Fl.

**Open Date:** 21 January 2015

**Min/Max Grade Authorized/Required:** E6-E6

**Required AFSC:** 8R000

**ASVAB:** G: 24

**Number of Positions:** 1

**Close Date:** 4 February 2015

**Security Clearance:** Secret

**PULHES:** 111321

**Air AGR Manager:** MSgt Robin L. Reynolds (904) 823-0148 or e-mail robin.l.reynolds4.mil@mail.mil

**Position Description:** Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANG and higher headquarters publications and directives. This position will work in the Retention under the full-time supervision of the Retention Office Manager (ROM).

**DUTIES AND RESPONSIBILITIES:**

1. Initiates and follows up on all personal contacts with prospective applicants to discuss overall opportunities in the FL ANG. 2. Assists with planning and organizing recruiting and re-enlistment and enlistment activities. 3. Maintains locally established recruiting production standards to meet enlisted and officer unit and state strength requirements. 4. Utilizes the Air Force Recruiting Information Support System (AFRISS)-TF to its full capabilities. 5. Serves under the supervisor on the Retention Office Manager; assists with establishing and implementing retention programs and reporting. 6. Monitors the appointment of Unit Career Advisors, providing initial and refresher training annually; works closely with UCA's to maintain base retention programs. Provides annual staff assistance visit. 7. Verifies the eligibility for all re-enlistments or extensions. Utilizes the UMD to determine vacancies for possible reassignments or cross-training of airmen who wish to re-enlist or extend. Coordinates on all requests for re-training. Evaluates impact of Incentive Program on retention effort and provides report/recommendations to ANGSC/DPR through the Adjutant General (TAG) Manages incentive, bonus and student loan repayment programs. 8. Counsels airmen as needed when referred by unit commanders, First Sergeants, or UCA's. Provides counseling on re-enlistment and extension programs. Refers those with special problems to a professional, i.e; JAG, Chaplain, Medical Officer, etc. 9. Maintains interview suspense control system to insure units are completing required interviews. 10. Briefs annually on retention programs, entitlements and benefits at each unit's commanders call.

**Performs Other Duties as Assigned.**

**SPECIALITY QUALIFICATIONS:**

1. Must be knowledgeable of the organization, mission, policies, personnel management, with emphasis on personnel, administration and counseling techniques, and operation of the ANG and the methods and techniques of recruiting internally and publicly. 2. Comply with military duty eligibility requirements IAW ANGI 36-101. 3. Possess a valid state driver's license. 4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). 5. 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. 6. 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. 7. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. 8. Applicants must be able to communicate orally and in writing effectively and have working knowledge in current computer software applications. 9. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory and Recruiting Retention Management Course is required within 6 months of assignment. 10. Completion of the CAA course is mandatory within 6 months of assignment to this position. 11. Applicants must meet all training requirements as prescribed in ANGI 36-101, Chap 8.2.1 and AFI 36-2101, AFECDC.

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**Length of Tour:** IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a Probationary Period of 3 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

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**Appointment:** The publication of AGR orders by HRO will be the official appointment into the Florida Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

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### MINIMUM QUALIFICATION REQUIREMENTS

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1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905.
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
4. An applicant on a medical profile, to include pregnancy, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements as specified on Position Description.
6. Failure to maintain a **SECRET** security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. You must be in a military status to apply for an AGR position.
9. Only On-board Florida Air AGR members may apply for all positions however, they must meet rank requirements of the position and have the ASVAB scores that will allow the ability to cross-train into the required AFSC for that position.
10. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
11. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
12. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.
13. IAW ANGI36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 36 months. TAG may waive this requirement to 18 months when in the best interest of the unit, State, or Air National Guard.
14. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
15. IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.

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### APPLICATION REQUIREMENTS

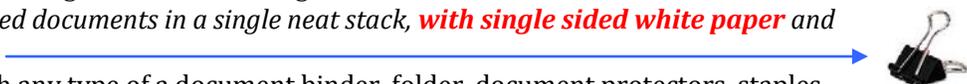
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Submit applications to the address listed below:

**Florida National Guard**  
**ATTN: HRO-AGR (Air)**  
**82 Marine Street**  
**St. Augustine, FL 32084**

Applications must be received before the Close of Business (COB) 1700 hrs of the closing date of the advertisement to be processed. Packets will only be considered if the minimum documents are included.

1. **NGB Form 34 -1** - ONE signed original (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV.
2. Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (VMPPF) or the Force Support Squadron (FSS). **Must show ASVAB Test Scores and awarded AFSC(s).**

3. **AF Form 422 or AF Form 469** - Physical Profile Report. Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants **MUST** submit either one of these forms.
4. **DD Form 214/215**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 must be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
5. **Resume** and/or statement of civilian/military experience/education may be submitted with your packet.
6. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant **MUST** indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status
7. **Performance Reports**- Applicants must include last 5 received EPRs/OPRs/Technician appraisals to include current. Any packets not containing the last 5 received EPRs/OPRs/Technician appraisals **must** include IAW AF136-2406 para. 1.2.2.2 the following forms to justify all missing time. AF Form 77(LOE)/AF Form 475(TR) whichever is applicable to your situation. A Memorandum for Record (MFR) must be submitted if you do not have the listed AF Forms. **ALL missing time must be identified.**
8. **Air Force Fitness Management System (AFFMS)** - Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
9. DO assemble ALL above required documents in a single neat stack, **with single sided white paper** and bind together with a binder clip. 
10. **DO NOT** forward packets with any type of a document binder, folder, document protectors, staples, paper clips, tabs, color paper to separate documents; or double sided images.
11. Packets will **only** be accepted via email from Airmen deployed OCONUS.
12. Include your **e-mail address** on the NGB Form 34-1(handwrite on top of form) and/or on the resume.
13. Packets will only be considered if you submit the minimum required documentation. Applications **WILL NOT** be returned.
14. If discrepancies are found with your packet , you will be notified by phone and/or email. A **48hr window** is authorized to correct all discrepancies. The 48 hour window will start from the time phone contact is made or email is sent.