AIR NATIONAL GUARD
ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<table>
<thead>
<tr>
<th>ANNOUNCEMENT NUMBER:</th>
<th>20-94</th>
</tr>
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<tbody>
<tr>
<td>TOUR LENGTH:</td>
<td>INITIAL TOUR FOUR YEARS / CONTINUATION TOUR SIX YEARS</td>
</tr>
<tr>
<td>OPENING DATE:</td>
<td>15 SEP 2020</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>05 OCT 2020</td>
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<tr>
<td>POSITION TITLE:</td>
<td>PRODUCTION RECRUITER</td>
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<tr>
<td>POSITION GRADE:</td>
<td>E6/TSGT</td>
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<td>POSITION AFSC:</td>
<td>8R000</td>
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<tr>
<td>ASVAB SCORES:</td>
<td>M: __ A: __ G: 24 E: __ IAW AFECED</td>
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<tr>
<td>LOCATION:</td>
<td>BATTLE CREEK, MI</td>
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<td></td>
<td>110TH FORCE SUPPORT SQUADRON</td>
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WHO CAN APPLY:

AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) OF THE MICHIGAN AIR NATIONAL GUARD
MINIMUM GRADE E5/SSgt
*MAXIMUM GRADE E6/TSGt

AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR NATIONAL GUARD
MINIMUM GRADE E5/SSgt
*MAXIMUM GRADE E6/TSGt

AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD
MINIMUM GRADE E5/SSgt
*MAXIMUM GRADE E6/TSGt

(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY)

PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST SIGN AN AGREEMENT TO RETRAIN

Enlisted Airmen who apply for a position which would cause an overgrade MUST indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, Administrative Demotion of Airmen. Acceptance of demotion MUST be in writing and included in the application package.

POSITION INFORMATION

SPECIALITY SUMMARY:

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).
DUTIES AND RESPONSIBILITIES:

1. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals.

2. Assist the RO in the planning and organizing of recruiting activities.

3. Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning.

4. Makes oral and film presentations to high school and college classes to establish contact with prospects.

5. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities.

6. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.

7. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).

8. Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials.

9. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions.

10. Maintains informational records to enable follow-up contacts with prospective enlistees.

11. Coordinate formal presentations to public service organizations, and other organizations as requested.

12. Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).

13. Conduct Center of Influence (COi) events.

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

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 INSTRUCTIONS AND GENERAL INFORMATION

HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: ng.mi.miarng.mbx.air-agr@mail.mil

1. DO NOT send application directly to the HRO Office (hand carry, US Post Office, etc). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7715 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. *AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:

   a. COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.

   b. Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.

   c. An official fitness score of 75% or higher within 1 year (from the AF portal).

   d. Please combine all documents into one PDF file.

*Applications without all the required supporting documentation will not be considered and will not be returned.
3. Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: TSgt Stephanie Bagley 517-481-7715, DSN 623-9715. Prior approval required for last minute faxed applications.

**NOTES**

**EEO POLICY:** The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, ANG Military Equal Opportunity Program.

**ENTRY QUALIFICATION PER ANGI 36-101**

1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.

2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.

4. Personnel must have retainability to complete the tour of military duty.

5. Applicants are subject to personal interview upon notification of time and place. Necessary travel will be at the applicant's own expense.

6. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.

7. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.