



**Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #**



COANG 19-393a

<http://co.ng.mil/JOBS/Pages/default.aspx>

POSITION TITLE: Retention Office Manager	AFSC: 8R200	OPEN DATE: 1 Apr 2019	CLOSE DATE: 31 May 2019
UNIT OF ACTIVITY/DUTY LOCATION: 140th Force Support Squadron Buckley Air Force Base, Aurora, CO		GRADE REQUIREMENT: Minimum: E6 (Promotable within 6 months) Maximum: E7	
SELECTING OFFICIAL: SMSgt Danielle Phegley DSN: 847-9448; Comm: 720-847-9448	(HRO Use Only) 071518634 20190701	QUALIFICATION REQUIREMENTS: PULHES — 111321 / X Factor — G ASVAB — G-24	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard

Any AFSC, Minimum 5-level, Retraining Opportunity

Category B: Fully qualified nationwide applicants (all members eligible to transfer to the COANG)

Must be currently qualified 8R200 or 8R000 with 24 months of experience

All applicants MUST meet the grade requirement and physical/medical requirements outlined

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

Additional Eligibility Requirements:

- Score of 80 or above on last two fitness assessments, or 90 or above on most recent fitness assessment; no failure of any portion of fitness assessment within the last 12 months.
- 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 AFRSI 36-2001, Recruiting Procedures for the Air Force, 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.
- Must possess a valid state driver's license.
- Applicants must meet all requirements to immediately promote to the grade of master sergeant upon selection.
- Selectee will receive an initial assignment period of 3 years with a 1 year AGR probationary period.

Duties and Responsibilities:

- Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the Recruiting & Retention Superintendent (RRS). Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives.
- Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), Post 911 GI Bill, Transfer of Benefits requests, MGIB Kicker and ANG Incentive Programs.
- Monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs.
- May serve as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds, as determined by the RRS. May be responsible for overall management of wing advertising accounts, as determined by the RRS. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance.
- Manage Wing separations process including submission, tracking and management of all program requirements.
- Ensure applicable systems are utilized to their fullest capabilities. This includes the R&R Administration Center and all corresponding applications, Air Force Recruiting Information Support System Total Force (AFRISS-TF) and other systems, as identified by the RRS.

9. Coordinate monthly, at a minimum, with the RRS, Recruiting Officer Supervisor and Unit Manpower Document Monitor to identify current and projected vacancies.
10. Provide R&R statistics and analysis to the Wing Commander/TAG, on a monthly basis (at a minimum) in coordination with the RRS. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRS
11. Manage and coordinate quarterly Newcomer's Briefings.
12. Develop and manage Wing programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Staff Assistance Visits (SAVs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commanders IAW applicable guidance.
13. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomer's Orientation for all new unit members.
14. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate.
15. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance.
16. Will not perform additional duties. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.
17. Ensure R&R efforts are IAW NGB FY initiatives/Procedural Guidance/Policy.

Specialty Qualifications:

1. Must possess strong knowledge of the organization, mission, policies, and history of the United States Air Force and the Air National Guard and the ANG Recruiting & Retention Program.
2. Must possess a high moral character and unquestionable integrity.
3. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain high levels of military bearing and high standards of conduct to include no history of disciplinary actions. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
4. Must be able to speak clearly and communicate effectively.
5. Must be willing to work long, irregular hours and to become involved in civic and military activities. Must be willing to be subject to intense public scrutiny.
6. Applicant must demonstrate a positive attitude and must be enthusiastic about performing supervisory duties.
7. Must possess knowledge, skill, and strict proficiency in time management and sales techniques.
8. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.

INSTRUCTIONS/INFORMATION FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program</p>	<p>IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD</p>
<p>In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant's total active federal military service (TAFMS) as a factor in hiring. The organizational standard is >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant's behalf; applicants have no responsibility to seek a waiver to this policy.</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i>. 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. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status</p>	<p>An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. 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 in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.</p>

<p>ANGI 36-101 “applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered....”</p>	<p>This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to three months.</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101</p>
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APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

Applications that are unsigned, incomplete, or that otherwise do not comply with the requirements below will be disqualified.

Required Documents:

1. NGB Form 34-1, version 20131111 (<https://www.ngbpdcc.ngb.army.mil/forms.htm>)
2. Cover Letter/Statement of Interest
3. Military Resume
4. Current (within 30 days) Records Review RIP (available on vMPF via AF Portal)
5. Current and passing Report of Individual Fitness from Air Force Fitness Management Systems II (AFFMS II)
6. Three (3) most recent Enlisted Performance reports (or memorandum of explanation if EPRs do not exist)
7. Full length, professional grade photograph in full service dress uniform
8. Applicants who are NOT a member of the COANG must submit: [Job Application Prescreen Packet](#), available at (<https://co.ng.mil/Portals/25/Documents/HRO/COLORADO%20ANG%20PRESCREEN%20PACKET%20201801228.pdf>)

Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio. Job Application Prescreen Packet may be scanned if necessary.

Email applications to: Jessica.L.Macdonald14.mil@mail.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within three business days, please contact

For questions regarding AGR application procedures, please contact the Air AGR Office via email at usaf.co.140-wg.mbx.hro-agr-office@mail.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

The Colorado National Guard is an equal opportunity employer.

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Potential for promotion in the position is contingent upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.