



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



COANG 20-345

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

POSITION TITLE: Production Recruiter	AFSC: 8R000	OPEN DATE: 15 Jan 2020	CLOSE DATE: 28 Feb 2020
UNIT OF ACTIVITY/DUTY LOCATION: 140th Wing Buckley AFB, Aurora, CO, 80011		GRADE REQUIREMENT: Minimum: E4 (must have already completed ALS) Maximum: E6	
SELECTING OFFICIAL: SMSgt Danielle Phegley DSN: 847-9448; Comm: 720-847-9448	(HRO Use Only) #082959834	QUALIFICATION REQUIREMENTS: PULHES — 111321 / X Factor — G ASVAB — N/A	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard
Category B: Nationwide applicants that hold the 8R000 AFSC (all members eligible to transfer to the COANG)

Must hold 5-level in any AFSC if not currently qualified 8R000

All applicants: See Duties and Responsibilities section for additional eligibility criteria

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

SPECIAL NOTE

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.

DUTIES AND RESPONSIBILITIES

ADDITIONAL SELECTION ELIGIBILITY CRITERIA:

- Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
- Score of 80 or above on the last two fitness test and have no current fitness exemptions.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.
- Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- Nomination letter from current SQ/GP commander. Please see below requirements for content.

Nomination letter from current commander must include statement confirming the following:

1. "Candidate demonstrates the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision."
2. No history of emotional instability, personality disorder, or other unresolved mental health problems.
3. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
4. No record of conviction by summary, special, or general courts-martial.
5. 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.

DUTIES AND RESPONSIBILITIES:

- Assist the COANG RRM in the planning and organizing of recruiting & retention activities.
- Analyze industrial and population content of communities to determine the requirements for recruiting programs.
- Develop and maintain long-term contacts with representatives of civilian organizations, high schools, and local reserve and active duty units of the Armed Forces and the general public.
- Implement approved recruiting & retention programs to meet Air National Guard and public needs and interests.
- Establish contacts with interested prospects through the use of the news media, local advertising, and referrals.
- Improve techniques for disseminating recruiting information in the local community.
- Maintain familiarity with events and facts concerning benefits for COANG personnel.
- Coordinate recruiting & retention activities with all appropriate specialists (Public Affairs, photographers and MPF personnel).
- Report unfavorable publicity or conditions that might result in unfavorable public reaction.
- Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests.
- Coordinate with education facilities to obtain accurate education information such as: High School Diplomas, Transcripts, Profession Military Education (PME) records, etc.
- Coordinate formal presentations to members of the news media, educational institutions, public service organizations and other organizations upon request.
- Conduct recruiting briefings for ANG personnel engaged in recruiting that involves direct contact with the public and representatives of the news media, (i.e., personnel on short tours for fairs, and special presentations.)
- Conduct Center of Influence (COI) events to include installation tours for members of the civilian community.
- Make personal contacts with prospective enlistees to present overall opportunities the ANG has to offer.
- Follow-up will occur on all contacts regardless of the source.
- Maintain locally established recruiting production standards to meet state/unit strength requirements and ANG initiatives.
- Be familiar with officer selection programs in accordance with (IAW) ANGI 36-2005. All officer leads should be coordinated with the Director of Personnel.
- Be familiar with unit recruiting operations plan to include goals and objectives.
- Provide Basic Military Training briefings for new enlistees.
- Performs other duties as assigned.

SPECIALITY QUALIFICATIONS:

- Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
- Comply with military duty eligibility requirements IAW ANGI 36-101.
- Possess a high moral character and unquestionable integrity.
- 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.
- Must be able to speak clearly and communicate effectively.
- Must be willing to work long irregular hours and become involved in civic and military activities and be subject to intense public scrutiny.
- Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties.

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>

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.

UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

- 1.NGB Form 34-1 (<http://co.ng.mil/JOBS/AGR-air>)
- 2.Military Resume
- 3.Current (within 30 days) Records Review RIP (available on vMPF via AF Portal)
- 4.Current and passing Report of Individual Fitness from Air Force Fitness Management Systems II (AFFMS II)
- 5.Applicants who are NOT a member of the COANG must submit: [https://co.ng.mil/Portals/25/Documents/HRO/COLORADO ANG PRESscreen PACKET 20180107.pdf](https://co.ng.mil/Portals/25/Documents/HRO/COLORADO_ANG_PREScreen_PACKET_20180107.pdf)
- 6.Full length photo in uniform
- 7.Cover letter/Statement of Interest
- 8.Last three EPRs (or three letters of recommendation if no EPRs exist)
- 9.Nomination letter from current commander (See above for required verbiage)
Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.
Application option 1: 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 MSgt Jessica MacDonald at 720.847.2302.

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.