



**Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
COANG 20-344**



<http://co.ng.mil/JOBS/AGR-Air>

POSITION TITLE: Production Recruiter	AFSC: 8R000	OPEN DATE: 08 Apr 2021	CLOSE DATE: 20 May 2021
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UNIT OF ACTIVITY/DUTY LOCATION: 140th Wing Buckley Air Force Base, CO 80011	GRADE REQUIREMENT: Minimum: E4 (must have ALS completed) Maximum: E6
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SELECTING OFFICIAL: TSgt Johnny O'Hagan DSN: 847-9457; Comm: (720) 847-9457	(HRO Use Only) 082959834 Immediately	QUALIFICATION REQUIREMENTS: PULHES — 111321 / X Factor — G ASVAB — G-24
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AREAS OF CONSIDERATION

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

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

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:

1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
3. 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.
4. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" on last EPR.
5. Score 80 or above of the last two fitness test and have no current fitness exemptions.

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 maybe in direct contact with the public and news media representatives (i.e., air shows, career fairs, and presentations).
13. Conduct Center of Influence (COI) events.

Specialty Qualifications:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Possess a valid state driver's license.
4. 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.
5. Must be able to speak clearly and communicate effectively.
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. Must possess skills in oral and written communication and have working knowledge in current computer software applications.
8. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
9. 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.
10. Completion of the applicable sales training programs within one year of assignment is mandatory.

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 over-grade 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

Required Documents:

1. NGB Form 34-1, version 20131111 (<http://co.ng.mil/JOBS/AGR-air>)
2. Military Resume (Cover letter optional)
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. Full length official photo in uniform
6. Last three EPRs (or three letters of recommendation if no EPRs exist)
7. Applicants who are NOT a member of the COANG must submit: [Job Application Prescreen Packet](#) (located under Forms tab on CONG jobs website: <https://co.ng.mil/jobs>)

Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.

Application option 1:

Email applications to: jessica.macdonald.1@us.af.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 140.wg.hro.agr.office.org@us.af.mil.

For questions regarding AGR application procedures, please contact the Air AGR Office via email at 140.wg.hro.agr.office.org@us.af.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.