



**Colorado Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
COANG 24-323**



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

<b>POSITION TITLE:</b> <b>Recruiting Flight Chief</b>	<b>DAFSC:</b> 8R200	<b>OPEN DATE:</b> <b>17 May 2024</b>	<b>CLOSE DATE:</b> <b>01 July 2024</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>140th Wing Element Buckley Space Force Base CO, 80011</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E6 Maximum: E7</b>	
<b>SELECTING OFFICIAL:</b> <b>MSgt Alexandria Trempe COMM: (720) 505-0276 DSN: 847-9792</b>	<b>(HRO Use Only)</b> 071518734 <b>AVAILABLE: Immediately</b>	<b>QUALIFICATION REQUIREMENTS:</b> <b>Must hold an 8R000 or 8R200 AFSC</b>	

**AREAS OF CONSIDERATION**

**Category A: Current members of the Colorado Air National Guard**  
**Category B: Fully Qualified Nationwide Applicants (those eligible to transfer to the Colorado ANG)**

**\*Must hold an 8R000 AFSC to apply\***  
**\*Minimum of 24 months experience as 8R000 or Minimum 12 months experience as 8R200 required\***

*\*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 workplace. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

**Position Requirements:**

1. Position located at Buckley Space Force Base, Aurora, CO. BAH will be calculated off of the 80011-zip code.
2. Must be willing to travel outside of the local area of Buckley Space Force Base. Frequent travel will include, but not limited to, Greeley Air National Guard and Peterson Space Force Base.

**Duties and Responsibilities:**

1. For Reg AF, related duties include AFPC/Superintendent Enlisted Accessions Policy, Chief, Enlisted Accessions Policy/Career Field Manger, Air Staff Enlisted Accession Flight Chief, Officer Health Professions Flight Chief, Operation Supervisor, Senior Trainer, HQ AFRS and Recruiting Group Trainer, AFRS Inspector General, HQ AFRS Recruiter Screening Team, Classification, Squadron Superintendent, Group Superintendent, HQ AFRS Superintendent, AFRS Inspector General Superintendent, Air Force Recruiting School Schoolhouse Commandant, and AFPC Accessions Superintendent. For AFR, related duties include Flight Chief, Senior Recruiter, Senior Squadron Trainers, Squadron Superintendents, and staff positions graded at E-8 or E-9. For ANG, related duties include, GSU Advanced Recruiters graded at E-7, Flight Chief, Retention Office Manager, NGB staff and Recruiting School Schoolhouse Instructor, In-Service Recruiters, State Productions Superintendents, and NGB Statutory Tour positions.
2. Oversees and manages marketing support provided to recruiters. Plans and conducts recruiter marketing training. Conducts
3. training and evaluates enlisted accessions and second-tier recruiters. Assists the operations flight commander in the management of the advertising and community relations budget.
4. Manages regional publicity program. Plans, directs, and evaluates sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes copy and edits simple news stories and photograph captions. Supervises and trains enlisted accessions and second-tier recruiters on presentations of Air Force orientations to civic, social, educational and student organizations.
5. Manages community relations programs. Plans, organizes, and provides support for recruiter special events such as state and
6. municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups, and local organizations in support of recruiting objectives.
7. Manages Military Entrance Processing Station (MEPS) liaison production. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Oversees recruiting operational matters and interprets recruiting directives for assigned units.
8. Supervises recruiting activities. Oversees the recruiting practices, production and training of subordinate recruiting squadrons and recruiting personnel. Develops and maintains market data and allocates recruiting goals. Collects and

monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation.

**Specialty Qualifications:**

1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.
3. Training. Not used.
4. Experience. For entry into this SDI, prior qualification in SDI 8R100 or 8R200 with a minimum of 24 months of experience. Prior
5. qualification in SDI 8R000 with a minimum of 24 months experience and 8R200 with minimum 12 months experience for ANG only.
6. Other. The following are mandatory as indicated:
7. See attachment 4 for mandatory entry requirements.
8. For award and retention of this SDI:
  - a. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
  - b. No history of emotional instability, personality disorder, or other unresolved mental health problems.
  - c. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
  - d. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
  - e. Must attain/maintain training standards and task certifications according to specific duty position JQS.
  - f. No record of conviction by summary, special, or general courts-martial.
  - g. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for 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.

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	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	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
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.	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	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.
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...."	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 90 days.	Any further questions regarding the AGR program may be answered in ANGI 36-101

### 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 <https://co.ng.mil/jobs>
2. Military Resume (Cover letter optional)
3. Current (within 30 days) 8 page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from My FSS (must be current as of the close date on this announcement)
5. Last 3 EPRs/EPBs
6. Photo in short sleeve blues with neutral colored background (does not have to be an official photo)
7. 3 Letter of Rec (1 from Supervisor, 1 from Peer, 1 from Airmen recruited or supervised)
8. 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: [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil)

**Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within (5) business days, please contact [140.wg.hro.agr.office.org@us.af.mil](mailto: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](mailto: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.