

MICHIGAN NATIONAL GUARD
 Human Resource Office
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**AIR NATIONAL GUARD
 ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT**

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| ANNOUNCEMENT NUMBER: 20-16 | TOUR LENGTH: INITIAL TOUR FOUR YEARS / CONTINUATION TOUR SIX YEARS |
| OPENING DATE: 26 NOV 2019 | CLOSING DATE: 26 DEC 2019 |
| POSITION TITLE: RECRUITING FLIGHT CHIEF POSITION GRADE: E7/MSGT POSITION AFSC: 8R300A | LOCATION: 110TH WG BATTLE CREEK, MI 110TH FORCE SUPPORT SQUADRON |
| WHO CAN APPLY: | |
| <p>AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) EMPLOYEES OF THE MICHIGAN AIR NATIONAL GUARD MINIMUM GRADE E6/TSgt *MAXIMUM GRADE E7/MSgt</p> <p>AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR NATIONAL GUARD MINIMUM GRADE E6/TSgt *MAXIMUM GRADE E7/MSgt</p> <p>AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD MINIMUM GRADE E6/TSgt *MAXIMUM GRADE E7/MSgt</p> <p>(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</p> <p>Enlisted Airmen who apply for a position which would cause an overgrade <u>MUST</u> indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, <i>Administrative Demotion of Airmen</i>. Acceptance of demotion <u>MUST</u> be in writing and included in the application package.</p> | |

POSITION INFORMATION

SPECIALITY SUMMARY:

Responsible for supervision, administration and management of all recruiting programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure.

Military and full-time supervision of the FC will be with the State Production Superintendent (SPS) or other office as designated by The Adjutant General (TAG).

DUTIES AND RESPONSIBILITIES:

- Develop an annual unit recruiting plan, to include goals and objectives, recruiting activities, advertising initiatives and financial planning.
- Serve as the primary recruiting OJT trainer. Maintain training records, conduct training classes and refresher training for all assigned recruiters.
- Supervise all wing production and advanced recruiters. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective, or referral action as necessary.
- Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements.
- Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance(O&M) and Advertising funds.
- Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.
- Manage office administration and serve as POC for all wing recruiting activities.
- Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) Monitor to identify current and projected vacancies.
- Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with ROM.
- Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the SPS. Generate reports to NGB/A1Y through the SPS IAW NGB guidance. Ensure recruiting and retention goals are met as determined by the SPS. Assign production goals to production and advanced recruiters. Individual FC and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves.
- Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements to include mirroring the local diversity demographics.
- Responsible for inputs and updates to the AFRISS-TF, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
- Utilizing LRAS, develop local awareness publicity programs using media such as direct mail, press, radio, and television presentations.
- Manage and coordinate Center of Influence (COI) events IAW NGB guidance

SPECIALITY QUALIFICATIONS

- Must have a minimum of 2 year's experience as a Production Recruiter and 1 year experience as an Advanced Recruiter.
- Must have demonstrated the capability of maintaining recruiting production standards.
- Must possess an overall knowledge of the ANG Recruiting Program.
- Must possess knowledge, skill and proficiency in time management and sales techniques.
- Must have displayed potential supervisory attributes, be highly motivated, be skilled in or/and written communication and have working knowledge in current computer software applications.
- Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master 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.
- Comply with military duty eligibility requirements in IAW ANGI 36-101.
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.
- Completion of ANG Recruiting Flight Chief Course within one year of assignment is mandatory.

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.miarnng.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.**

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.