

NATIONWIDE  
*Arizona Air National Guard*

Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
17-360A

OPENING DATE:  
30-Aug-2017

CLOSING DATE:  
23 Oct-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
RECRUITING AND RETENTION SUPERINTENDENT, E7 (P) /E8, MPCN:0070286634

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

APPOINTMENT FACTOR:  
OFFICER  ENLISTED

AFSC:  
8R3000

ASVAB:  
N/A

LOCATION OF POSITION: Headquarters Air, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** Member will be assigned to JFHQ-AZ working at PPMR in Phoenix, AZ.

**NOTE:** Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.

**NOTE:** Completion of RRS Leadership Development Course (LDC) within one year of assignment is mandatory.

**NOTE:** Must have 2 years of experience as a Recruiting Manager or Retention Manager, or both combined.

**NOTE:** Master Sergeants that apply must be immediately promotable at time of application submission.

**NOTE:** 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.

**NOTE:** No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or 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.

**NOTE:** Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301 (Vehicle Operations).

**NOTE:** Placement/Promotion to E-8 is contingent on Control Grade availability

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**

➤ **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months. Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the “Contact Us” link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:** Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Demonstrate the proven leadership ability and experience to provide operational direction to the Recruiting and Retention (R&R) team.
2. Demonstrate the ability to develop and implement a comprehensive training and certification program for both RRM's and PRR's.
3. Demonstrate the ability to advise senior leaders on the importance of Personnel Force Management, End Strength, and Strategic planning.
4. Ability to analyze Recruiting and Retention programs, and formulate strategic plans to overcome shortfalls.
5. Ability to provide guidance to RRM's and oversee coordination, with NGB, on creating advertising, marketing, publicity, and public awareness programs.
6. Ability to manage, as an RA, and track all R&R funds distributed by NGB/A1Y to the Wings, and track both Wing advertising accounts.
7. Ability to monitor, track, and coordinate all conditional releases, resignations, and waivers from Wings, and forward to appropriate authority for approval.
8. Ability to utilize and track all R&R support systems to include AFTR, AFRISS-TF, and MICT.

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**SPECIALIZED EXPERIENCE:** Must have a minimum of two years as a Recruiting Manager or Retention Manager, or both combined.

**BRIEF JOB DESCRIPTION:** Trains and educates recruiting and retention (R&R) personnel according to most current and applicable regulations, instructions, PGMs, and PSDGs. Advises the State leadership team, and interfaces with organizational managers at all levels on all recruiting, retention, and personnel force management issues and concerns. Analyzes R&R programs, and formulates plans of action to overcome shortfalls. Monitors precision recruiting and retention (i.e., minority and female representation, and critical skills manning). Must have a thorough understanding of diversity, and its impact on the Total Force. This position will have the ability to effectively communicate with various R&R program managers, at the National Guard Bureau level, that impact both state and wing programs. Must be familiar with the R&R awards programs, and have the ability to develop criteria for state selections. The R&R Superintendent monitors and advises Wing leadership on the selection, tour renewal, and termination of all R&R personnel IAW ANGI 36-2602. Monitors and coordinates expenditures of federal R&R O&M funds. Responsible for the creation of the state strategic plan, and the approval of the individual Wing R&R strategic plans. Directs and coordinates advertising and marketing publicity, and monitors each Wing's public awareness programs. Conducts Staff Assistance Visits, virtually or in person, on an annual basis with coordination through Wing leadership. Monitors and tracks Center of Influence (COI) events to ensure funds are properly utilized. Responsible for proper administration of the Palace Chase/Palace Front Program. Coordinates and monitors Retention audits through USPFO every 3 years. Assist with potential issues at Military Entrance Processing Stations (MEPS). Serves as a liaison with federal and state agencies when required.

**SELECTING OFFICIAL:** COL EDWARD TRIEBEL COMM: 602-267-2458

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