

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

JOINT FORCES HEADQUARTERS/HRO

5636 East McDowell Road, Bldg M5710

Phoenix, Arizona 85008-3495

PHONE (602) 629-4826; DSN 853-4826

WEBSITE: <https://dema.az.gov/careers/dema-jobs>

<https://ftsmcs.ngb.army.mil/protected/FTSMCSAdmin/>

ANNOUNCEMENT NUMBER: 23-110A

DATE: 18 May 23

CLOSING DATE: 16 Jun 23

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:

Production Recruiter (071345934), PARA 00 LINE 00, E6, 8R00

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

PHOENIX SKY HARBOR, AZ, 85034-6098

WHO MAY APPLY

Must be within the grade(s) of: **E5 to E6**

****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.****

AREA OF CONSIDERATION: Nationwide. Must be within the grade(s) of E5 and E6.

Individual selected will receive Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.

INSTRUCTIONS FOR APPLYING: Applications must be submitted following the instructions on this announcement. Applications are accepted through FTSMCS, please see [FTSMCS INSTRUCTIONS](#). If you are unable to login in to FTSMCS please check the email address associated with your CAC for accuracy on the [RAPIDS Self-Service Online](#). If updates are needed it can be done at your nearest DEERS/RAPIDS Office. **Incomplete applications will not be processed.**

1. ***REQUIRED*** Completed NGB 34-1
 2. ***REQUIRED*** Detailed Resume with dates of employment (military and civilian) and contact information.
 3. ***REQUIRED*** vMPF RIP. Data Verification Brief or Career Data Briefs will not be accepted. All information to qualify you for an AGR position must be present within your RIP. Enlisted Members **MUST** show ASVAB scores. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package.
 4. ****REQUIRED**** MyFitness Individual Fitness Tracker from MyFitness via myFSS showing current results and history (**MUST** be within 12 months). No other documents will fulfill this requirement. Member must be current/passing within fitness standards IAW AFI 36-2905. AF 469 **MUST** be provided for exemptions on most recent fitness assessment.
 5. ***REQUIRED*** AF Form 422, Physical Profile Serial Report and DD Form 2992 (flight status only). Must be current within 12 months, this form can be obtained from your Wing Clinic.
 6. AZNG 335-1-R / Military Brief
 7. AZ Form 34-1, Arizona AGR Application Supplement
 8. Letter of verification of Security Clearance from local Security Manager.
 9. Memorandum in Lieu of any missing or flawed required documents.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona AIR National Guard and qualify for and be placed in the following compatible AFSC/AOC prior to starting AGR tour: 8R00

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be able to qualify for 8R000.
 2. 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.
 3. Must possess a valid state motor vehicle license
 4. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
 5. No history of emotional instability, personality disorder, or other unresolved mental health problems.
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ADDITIONAL 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, if selected you must submit a Waiver for Exceptional Circumstances to their HRO remote, through the HRO with final approval at the Air Component

Commander level. 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. Individuals selected for Control Grade positions are subject to Control Grade availability.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements for the position being advertised; 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.

BRIEF JOB DESCRIPTION:

This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The primary purpose of this position is to initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the Recruiting Retention Manager (RRM) in the planning and organizing of recruiting activities. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP). Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Utilize the R&R Administration Center to its fullest capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events. Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS).

SELECTING SUPERVISOR:

CMSgt James Wright