

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175

POSITION VACANCY ANNOUNCEMENT 16-095a Open Date: 24 June 2016 Close Date: 25 July 2016

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: PRODUCTION RECRUITER RETAINER

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: TSgt/E6

ORGANIZATION/LOCATION: 175th WING, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ENLISTED MEMBERS (E4-E6) OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to be move AGR asset.
6. The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.
7. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Element I - Knowledge of the organization, mission and operation of the Air National Guard, in general. Knowledge of the Air National Guard entitlements and benefits.

Element II - Experience and knowledge of the methods and techniques of sales, public relations, recruiting internally and externally, including the use of newspapers, radio, and television.

Element III - Experience and ability to speak clearly and effectively to persons of all management levels both military and civilian audiences.

Element IV - Experience and knowledge of developing and implementing a recruiting operation plan that includes goals, objectives, recruiting activities, advertising and financial planning.

Element V - Demonstrated ability of performing as a self-starter and capable of accomplishing multiple tasks, simultaneously, and meeting deadlines. Must be highly self-motivated, well organized, creative, and work with minimal supervision.

Element VI - Ability and willingness to work a varied work schedule with often long hours and perform at various recruiting events and locations. Events include state and municipal ceremonies, exhibits, fairs, diversity job fairs, high school recruiting programs, parades and sporting events. Evenings and weekends are required, often with little advance notice.

Element VII - Ability and experience with operating a personal computer with a working knowledge of current systems to include a working knowledge of Microsoft Word, Excel, and Power Point programs.

AFSC

AFSC: 8R000 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFMAN 36-2108, Enlisted Classification. Enlisted members must have 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. **Must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). Refer to ANGI 36-101, Chapter 3, Para 3.7. for more specific information regarding this requirement. Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFMAN 36-2108, Attachment 39.

SPECIAL INFORMATION (IF APPLICABLE)

1. 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.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Selected Applicant MUST attend the first available ANG Recruiter Course at Lackland AFB.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

1. NGB Form 34-1, **DATED 20131111** Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.
6. If Officer **last (3) three OPRs**

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION