

**ILLINOIS AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
CORRECTION**

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Retention Office Manager	ANNOUNCEMENT NUMBER: 14A-075	
UNIT OF ACTIVITY & LOCATION: 126 th ARW Scott AFB, IL		OPENING DATE: 4 Nov 14	CLOSING DATE: 18 Nov 14
MAXIMUM UMD GRADE: MSgt/E-7	REQUIRED AFSC(s): 8R200	APTITUDE REQUIREMENTS:	M: A: G: 24 E: P: 1 U: 1 L: 1 H: 3 E: 2 S:1
SELECTING OFFICIAL: Capt Louann Bettis		DSN: 760-5719 Email: louann.bettis@ang.af.mil	
AREA OF CONSIDERATION: Military duty personnel eligible for a Title 32 AGR Tour with the 126 th ARW. Position available when vacated by incumbent.		NOTE: 1. Position Announcement Number and Position Title must be included on application. 2. Subject to shift work.	

Conditions of Employment:

- Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. 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.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.
- AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFECD, 31 October 2009.

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB scores do not meet the minimum required AFECDC, 31 October 2009 Attachment 4, contact your servicing FSS. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

SPECIALITY SUMMARY:

Responsible for administration and management of retention programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint and retain quality personnel to satisfy strength requirements of the wing and state. Ensures members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commanders in force management goals and guiding members in achieving career goals, as appropriate. Communicate retention goals at all levels throughout the military structure. Military and full-time supervision of the ROM will be with the Recruiting and Retention Superintendent (RRS) or other office as designated by The Adjutant General (TAG).

DUTIES & RESPONSIBILITIES:

Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning. Supervise/train traditional guard members who are directly involved in retention programs. Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs. 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 retention activities. Coordinate monthly with the ROS and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRS. Generate reports to NGB/A1Y through the RRS IAW NGB guidance. Ensure recruiting and retention goals are met as determined by the State RRS. Individual ROS and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves. Responsible for inputs and updates to GoANG admin website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman. Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training and Staff Assistance Visits (SAVs). Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.

SPECIAL DUTY QUALIFICATIONS

Must have a minimum of 2 years' experience as a Production Recruiter, Recruiting Office Supervisor or Recruiting and Retention NCO. 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, skilled in oral and written communication and a 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 and Retention Management Course within one year of assignment is mandatory. Attendance at in-residence PME Course is desirable.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

******INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED******

NGB 34-1: Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration.

1. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMFPF). Select 'Record Review', and then 'Print/View All Pages'. **Documents must show your ASVAB scores (enlisted personnel only).**
2. **Copy of current physical (must include PULHES)**

- AF WebHA, Web Based Health Assessment, (CURRENT within 12 months)
 - AF Form 422, Physical Profile Serial Report (CURRENT within 12 months), must include PULHES
 - SF 600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight
3. **Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) within last 12 months.**
 4. Background Survey Questionnaire 79-2 OMB **FORM 1386** (OPTIONAL)

SECURITY CLEARANCE: Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

COMPLETION OF APPLICATION: Fax will not be accepted. **Applications will only be accepted if they are physically received in the Human Resource Office by the closing date of the vacancy announcement. No exceptions will be made.**

You may staple your application. Do not bind, tab, or use document protectors. Submit only single sided copies of all application documents submitted. Applications mailed in government envelopes will not be accepted.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

THE ILLINOIS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER: Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, training, character, conduct and attitude.

Where to forward application: TAG of IL, Attn: HRO, 1301 N. MacArthur Blvd., Springfield, IL 62702-2317.

Applications

Must be received and date stamped into this office no later than the closing date of the announcement. **Incomplete or late packets will not be considered.**

Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3707, DSN: 555-3707.

Illinois National Guard vacancies can be viewed at <http://www.il.ngb.army.mil>. Click for All Job Openings.