

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

**NATIONWIDE
CORRECTION**

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: State Recruiting and Retention Superintendent	ANNOUNCEMENT NUMBER: 16A-013	
UNIT OF ACTIVITY & LOCATION: ILANG HQ Springfield, IL		OPENING DATE: 17 Feb 16	CLOSING DATE: 16 Mar 16
MAXIMUM GRADE: SMSgt/E-8	REQUIRED AFSC(s): 8R300	APTITUDE REQUIREMENTS:	M: A: G: 24 E: P:1 U:1 L: 1 H:3 E:2 S:1
SELECTING OFFICIAL: Col William Wheeler		CML: 217-761-3580	
AREA OF CONSIDERATION: Military duty personnel eligible for a Title 32 AGR Tour at the HQ ILANG.		NOTE: Position Announcement Number and Position Title must be included on application. Questions can be directed to Lt Col Sullivan at 217-761-3098.	

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 AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.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.
- Applicants must be a Senior Master Sergeant (E8) or a promotable Master Sergeant (E7) prior to assignment as a RRS.

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 AFECDD, 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.

DUTIES & RESPONSIBILITIES:

Responsible for managerial oversight of all state/territory/wing/GSU ANG R&R Programs. Advise state/territory/wing/GSU command staff on all R&R issues, provide regularly scheduled updates on the status of all programs and offers recommendations concerning the state/territory/wing/GSU. Serves as the subject matter expert for state/territory/wing/GSU leadership on how to best leverage SMT manpower to meet mission requirements. Approves, submits and coordinates all SMT manpower requests with NGB/A1Y, Career Field Functional Manager (CFFM). Be directly involved in the selection process of all state/territory/wing/GSU SMT personnel and ensure applicants meet all mandatory eligibility criteria listed in the Air Force Enlisted Classification Directory (AFECDD) IAW ANGI 36-101. As the Task Certifier for all SMT members, maintain oversight of all R&R training programs for the state/territory/wing/GSU. Primary trainer of Recruiting and Retention Managers (RRMs). Ensure all members of the SMT members are trained and performing IAW applicable directives, instructions and procedural guidance. Mentor, provide feedback and establish accountability for all members of the SMT to meet production/retention goals, standards and ethical conduct. Provide reports on SMT improprieties as required by NGB/A1Y and notifies CFFM of all ethics concerns, violations or issues on the part of members of the SMT, especially those that may impact the public view/opinion of ANG R&R. Serve as the Primary Resource Advisor (RA) for all R&R funds distributed by NGB/A1Y to the state/territory/wing/GSU, and overall management of state/territory/wing/GSU advertising accounts, IAW applicable guidance. Regularly visits SMO to provide oversight of the SMT. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure members of the SMT are conducting business IAW applicable guidance. Ensure all R&R events are coordinated through the appropriate channels, documented properly in the R&R Administration Center and designed to achieve the optimal R&R exposure and results. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in Inter-service Recruiting Council (IRC) meetings, as needed. Develop and administer the state/territory/wing/GSU R&R Awards Program IAW NGB guidance. Develop and monitor execution of R&R state-wide strategic planning document and oversee the development of wing/GSU level strategic planning documents. Analyze all state/territory/wing/GSU RRM/PRR programs to include productivity, advertising, results and wing/GSU gain and loss trends to determine whether current efforts are effectively supporting attainment of goals specified in the state/territory/wing/GSU R&R Strategic Plans. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program. Ensure all required reports and requests for data are timely and accurate. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention strategic plan. Ensure Air Force Recruiting Information Support System Total Force (AFRISS-TF) and the R&R Administration Center is utilized to its fullest capability by all R&R personnel. Coordinate on all waivers from state/territory/wing/GSU SMT and forward to the appropriate waiver authority. Will not perform additional duties IAW ANGI 36-101.

SPECIALTY QUALIFICATIONS:

Minimum of two years experience in ANG recruiting and/or retention in SDI 8RX00. 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. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG Recruiting/retention strength standards and goals with accomplished sales management ability. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECDD. Must be willing to work long, irregular hours, become involved military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications. Completion of applicable RRS Certification Course within one year of assignment. Completion of applicable coaching programs within one year of assignment is mandatory.

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

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

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 (VMPF). 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) & Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) within last 12 months.**
3. Background Survey Questionnaire 79-2 OMB **FORM 1386** (OPTIONAL)

Applicants from out of state and members transferring from another branch of service must also submit the following:

- SF 507, Addendum to Medical History, (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

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.