

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

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Enlisted Accessions Recruiter	ANNOUNCEMENT NUMBER: 16A-026	
UNIT OF ACTIVITY & LOCATION: 126 th AW Scott AFB, IL		OPENING DATE: 5 APR 16	CLOSING DATE: 18 APR 16
MAXIMUM UMD GRADE: TSgt/E-6	REQUIRED AFSC(s): 8R000	APTITUDE REQUIREMENTS:	M: A: G: 24 E: P:1 U:1 L:1 H:3 E:2 S:1
SELECTING OFFICIAL: TSgt Marcus Schaffer		CML: 618-222-5703 EMAIL: marcus.a.schaffer2.mil@mail.mil	
AREA OF CONSIDERATION: Military duty personnel eligible for a Title 32 AGR tour with the 126 th AW.		NOTE: 1. Position Announcement Number and Position Title must be included on application. 2. Position may require 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 AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.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, 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:

Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the RNCOIC in the planning and organizing of recruiting activities. Assist the RNCOIC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full 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 public service organizations, and other organizations as requested. Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom 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.

SPECIALITY QUALIFICATIONS

Must be knowledgeable of the organization, mission, and operations of the ANG. Comply with military duty eligibility requirements IAW ANGI 36-101. Be in the grade of E-4 (Senior Airman) through E-6 (Technical 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. Must be able to speak clearly and communicate effectively. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory. 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. Completion of the applicable sales training programs within one year of assignment.

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 (VMPPF). 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)
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.