

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

<b>HUMAN RESOURCES OFFICE</b> ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	<b>POSITION TITLE:</b> Recruiting and Retention Manager	<b>ANNOUNCEMENT NUMBER:</b> 16A-093	
<b>UNIT OF ACTIVITY &amp; LOCATION:</b> 182 AW Peoria, IL		<b>OPENING DATE:</b> 19 Sep 16	<b>CLOSING DATE:</b> 11 Oct 16
<b>MAXIMUM UMD GRADE:</b> MSgt/E7 <b>MINIMUM UMD GRADE:</b> TSgt/E-6	<b>REQUIRED AFSC(s):</b> 8R200	<b>APTITUDE REQUIREMENTS:</b>	<b>M: A: G: 24 E:</b> <b>P: 1 U: 1 L: 1 H: 3 E: 2 S: 1</b>
<b>SELECTING OFFICIAL:</b> Lt Col Stephany Roth		<b>CML:</b> 309-633-5801	
<b>AREA OF CONSIDERATION:</b> Military duty personnel eligible for a Title 32 AGR Tour with the 182 AW. <b>Must be a current member of the IL ANG.</b>		<b>NOTE:</b> 1. Position Announcement Number and Position Title must be included on application. 2. Minimum two years' experience in SDI 8R000.	

**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 AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.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 and meet all eligibility criteria in AFEC D.

**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.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

**DUTIES & RESPONSIBILITIES:**

Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the RRS. Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives. Supervise all GSU and wing Production Recruiter and Retainers (PRRs). Inform the RRS of all personnel issues. Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRRs. Provide regular updates to the RRS regarding status of training. Monitor and train Unit Career Advisors (UCAs) and PRRs to assist in unit/squadron level administration of retention programs. Assist the RRS in establishing local R&R goals and production standards based on state/territory/wing/unit/GSU strength requirements. Ensure recruiting personnel are held accountable for production standards IAW applicable guidance. Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Maintenance (O&M) funds, as determined by the RRS. May be responsible for overall management of GSU and wing advertising accounts, as determined by the RRS. Develop, maintain and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance. Ensure applicable systems are utilized to their fullest capabilities. This includes the R&R Administration Center and all corresponding applications, Air Force Recruiting Information Support System Total Force (AFRISS-TF), and other systems as identified by the RRS. Coordinate monthly, at a minimum, with the RRS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy portion of the R&R Administration Center. Provide R&R statistics and analysis to the GSU/Wing Commander, on a monthly basis at a minimum, in coordination with the RRS. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRS. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance. Develop a partnership with appropriate GSU and wing offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI 36-101.

**SPECIALTY QUALIFICATIONS**

Minimum two years' experience in SDI 8ROOO. Must possess an overall knowledge of the ANG R&R Program. Must possess knowledge, skill and proficiency in time management and sales techniques. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications. Must be a promotable Technical Sergeant (E6) or Master Sergeant (E7). 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. Coordinate monthly, at a minimum, with the RRS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy portion of the R&R Administration Center. Provide R&R statistics and analysis to the GSU/Wing Commander, on a monthly basis at a minimum, in coordination with the RRS. All communication, to include submission of required reports, to the appropriate level of NGB leadership staff, must be coordinated through the RRS. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance. Develop a partnership with appropriate GSU and wing offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI 36-101. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFEC. Must be willing to work long and irregular hours and be subject to

intense public scrutiny. Completion of ANG Recruiting and Retention Management Course 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 IAW AFI 24-301. 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, 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)**
  - 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.