

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

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Retention Office Manager	ANNOUNCEMENT NUMBER: 22A-069	
UNIT OF ACTIVITY & LOCATION: 183 WG Springfield, IL		OPENING DATE: 13 Jul 2022	CLOSING DATE: 11 Aug 2022
MAXIMUM UMD GRADE: MSgt/E-7 MINIMUM UMD GRADE: TSgt/E-6	REQUIRED AFSC(s): 8R200 (see qualification requirements)	APTITUDE REQUIREMENTS:	M: A: G:24 E: P:1 U:1 L:1 H:3 E:2 S:1
SELECTING OFFICIAL: Colonel Robert Gellner		COMM: (217) 757-1183	
AREA OF CONSIDERATION: Military duty personnel eligible for a Title 32 AGR Tour with the 183 WG.		NOTE: 1. Position Announcement Number and Position Title must be included on application.	

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 AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
- 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.
- 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 the AFECD/AFOCD.
- 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.**
- Applicants for SMSgt/E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB/AFOQT qualifying score. Scores are reflected on your personnel RIP. If your ASVAB/AFOQT 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:

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 SPS 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 FC and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the FC. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the SPS. Generate reports to NGB/A1Y through the SPS IAW NGB guidance. Ensure recruiting and retention goals are met as determined by the SPS. Individual FC and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves. Responsible for inputs and updates to AFRISS-TF 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. Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.

SPECIALITY QUALIFICATIONS

Must have a minimum of 2 years experience as a Production Recruiter and 1 year experience as an Advanced Recruiter. 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 Retention Management Course within one year of assignment is mandatory.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

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

All documents listed below are required unless noted otherwise.

1. **NGB 34-1 2013:** 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 (new application and dated signature required for each new application).
2. **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).**
3. **AF Form 422, IMR Printout, DD Form 2992**
 - **AF Form 422,** Physical Profile Serial Report (CURRENT within 12 months), must include PULHES (this is not your PHAQ).
 - **IMR Printout** (This can be found via the AF Portal, "My IMR/ASIMS – Medical Readiness" – screenshot the initial IMR page with current overall statuses)
 - **DD Form 2992 Flight Physical** (Only required if AGR position is requiring individual to be on fly status)
4. **Report of Individual Fitness from My Fitness with a minimum passing score of 75 within the last 12 months (prior to the closing date of this announcement) *Must have been pulled from My Fitness within the last 6 months, and include your name and fitness history.**
5. **JPAS Memo to verify current Security Clearance or that there is a reinvestigation initiated (Signed within last 30 days).**
6. Background Survey Questionnaire 79-2 OMB **FORM 1386 (OPTIONAL)**
7. If you are enlisted and applying for a position that would make you an over-grade then you must submit a letter of willingness to accept a voluntary demotion.

8. If you are a member of another branch of the military applying to a Nationwide announcement, you must submit the equivalent documents for medical (PUHLES), ASVAB scores that show conversion to Air Force requirements, PME completion & document showing TAFMS.
9. Optional extra documents – you may submit any other documents that you wish such as resume, EPRs, letters of recommendation, etc.
10. This is a commissioning opportunity. Enlisted members must submit their AFOQT scores with their application package to be considered for this announcement.

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

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.

WHERE TO SEND APPLICATIONS: E-mail all documents as **ONE CONTINUOUS PDF (no portfolios)** - and labeled as “Announcement #, Last Name, First Name” to: jennifer.e.buffington.mil@army.mil and jakob.c.little.mil@army.mil - if you do not receive a confirmation e-mail that your package is received then call to confirm. Please note that failure to send the package as one continuous PDF document will automatically disqualify your package – portfolios will not be accepted.

Applications must be received by 1630 CST on the closing date of this 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) 761-3692, DSN: 555-3692 or (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.

[For questions about the contents of your application please contact the 183 WG Remote Designee at 217-757-1227](mailto:183WGRemoteDesignee@army.mil)

How to submit a package as one continuous PDF and not lose signatures...

1. For any digitally signed documents – before adding these into your PDF go to file and choose Print to PDF.
2. For documents that are locked go to file and choose Microsoft Print to PDF.
3. Save your document and then add into your continuous PDF, this will maintain the signature.
4. How do you add them all in? In your starting PDF document go to “Organize Pages” and insert other saved documents from files.
5. File too big to send in e-mail? In your PDF go to file – save as other, save as reduced size PDF