

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

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Talent Acquisition / R&R Training and Evaluation NCO	ANNOUNCEMENT NUMBER: 25A-077	
UNIT OF ACTIVITY & LOCATION: JFHQ Springfield, IL		OPENING DATE: 24 June 2025	CLOSING DATE: 24 July 2025
MAXIMUM UMD GRADE: MSgt / E-7 MINIMUM UMD GRADE: TSgt / E-6	POSITION DAFSC: 3G071	APTITUDE REQUIREMENTS: M: A: G: E: P:2 U:2 L:2 H:3 E:2 S:1	
SELECTING OFFICIAL: SMSgt Jason Arndt		COMM: 217-761-3038	
AREA OF CONSIDERATION: Military members eligible for a Title 32 AGR tour with the Illinois ANG Headquarters.		NOTE: 1. Position Announcement Number and Title must be included on application. 2. Position may become permanent pending funding – available through 30SEP26	

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 Regularly Scheduled Drills (RSD).
- Initial tours will not exceed 3 years. Follow-on tours will be from 1 to 3 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:

Conducts and manages recruiting programs. Responsible for interviewing, screening, testing, and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment and commissioning. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective applicants. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter training to include specialty marketing equipment and hands-on television and radio station spots. Conducts training and evaluates recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget. Develops and oversees publicity programs. Plans, directs, and evaluates sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes, copy, and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations. Develops and oversees community relations programs. Plans, organizes, and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups, and local organizations in support of recruiting objectives. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units. Runs reports, conducts data analytics, and reports key production indicators to leadership.

1. Serve as primary trainer for sustainment and remedial training for assigned team members as needed to maintain skills and prevent poor performance.
 - a. Conduct New PR orientations and training as required.
 - b. Maintain State Master Training Plan.
2. Monitors usage of Management Internal Control Tool set (MICT) checklist.
 - a. Ensures compliance with annual completion requirements IAW AFI 90-201.
 - b. Maintain checklist questions to ensure accuracy and correct instruction references are included.
3. Manages, reviews, and updates task information for the ANG Recruiting and Retention Job Qualification Standards (JQS).
 - a. Advises R&R Leaders on important updates to Air Force Training Record (AFTR).
 - b. Conducts training via phone, web, and face to face for JQS and AFTR, as necessary.
4. Assists with scheduling, plans, coordination, logistics and curriculum for the Annual Recruiting and Retention Certification Training, Leadership and Development courses, and R&R Working Groups.
 - a. Conduct quarterly and annual State training.
5. Works with Support Functions, FC, and ROM to ensure hands on scenario based evaluations align with R&R procedures and the R&R experience levels.
 - a. Ensures curriculum and lesson plans are written and updated to meet the needs of the Recruiting & Retention community.
 - b. Conducts RR Flt/Sq instruction.
6. Manages the IMPACT Sales system and training and follow-on training to State R&R teams in coordination with current licensed contractor.
 - a. Assists with development of R&R assessment tools to help identify the strengths of R&R leaders and recruiters with guidance on how to screen, select and coach them to success.

7. Works with R&R Leaders to administer production evaluations (PE) as needed.
 - a. Provide a get well plan for PR's whose PE is seen as unsatisfactory.
 - b. Conduct annual PE's for all PR's to set a baseline for each FY.
8. Coordinate with NGB/A1YT on training activities directly related to the ANG recruiting efforts.
 - a. Forecast training seats as required.
 - b. Notify RR Flt/Sq on training seats.
9. Must complete 8R Training and Evaluation course, and Train the Trainer course upon selection.
10. Reports directly to the Recruiting Production Superintendent.
11. All other duties as assigned.
12. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

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

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. **Security Clearance Memo required to verify current Security Clearance with no pending investigations 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.

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: 183wg.jfhqil.airagrhro@us.af.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.

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.