

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
NGOR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:
<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **AF24-561**

OPEN DATE:
16 Apr 2024

CLOSING DATE:
16 May 2024

UNIT/LOCATION: **JOINT FORCE HEADQUARTERS – OREGON AIR COMPONENT
MEDFORD, OREGON**

POSITION:

PRODUCTION RECRUITER
FENCED AGR RESOURCE
(Vacancy and grade contingent on resource availability)

POSITION GRADE:

PD #: N/A

MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: **TSGT / E-6**

GRADE/SERIES:

MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: **SRA / E-4**

N/A

NOTES:

- PROJECTED START DATE: **TBD**

UMD Position #:

0107799134

POSITION AFSC: **8R000**

THIS IS A CROSS-TRAINING OPPORTUNITY
MEMBER MUST HOLD A 5-SKILL LEVEL IN PRIMARY AFSC
APPLICANT MUST POSSESS ASVAB SCORE REQUIRED FOR AFSC: GEN- 24
FOR ADDITIONAL INFORMATION, REFERENCE THE ADDITIONAL INFORMATION SECTION OF THIS ANNOUNCEMENT

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD
AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

AREAS OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME PERSONNEL AND TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD.
SECOND AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD.

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

HR LIAISON: MAJ MILES DODGE, DSN 355-3010 / COMM (971) 355-3010

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.
******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

DESCRIPTION OF DUTIES

SPECIALITY SUMMARY: Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and fulltime supervision of the PR will be with the Flight Chief (FC).

DUTIES AND RESPONSIBILITIES:

1. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals.
2. Assist the RO in the planning and organizing of recruiting activities.
3. Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning.
4. Makes oral and film presentations to high school and college classes to establish contact with prospects.
5. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities.
6. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
7. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
8. Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials.
9. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions.
10. Maintains informational records to enable follow-up contacts with prospective enlistees.
11. Coordinate formal presentations to public service organizations, and other organizations as requested.
12. 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).
13. Conduct Center of Influence (COI) events.

SPECIALITY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Possess a valid state driver's license.
4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
5. 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.
6. Must be able to speak clearly and communicate effectively.
7. 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.
8. 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.
9. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
10. 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.
11. Completion of the applicable sales training programs within one year of assignment is mandatory.

X. Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDD/AFOCD

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ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial AGR tours in Oregon will not exceed 3 years; follow-on tours will be from 1 to 6 years, per ANGI 36-101 and ORANG force management policy
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position; by submitting a resume or application for this position, you authorize this agency to accomplish this background check.

Requirements For Entry into AFSC:

- 3.5.1.1. For RegAF position, approved candidate on the developmental special duty nomination list.
- 3.5.1.2. E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.
- 3.5.1.3. Skill level commensurate with grade.
- 3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- 3.5.1.5. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.
- 3.5.1.6. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
- 3.5.1.7. For RegAF, score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months. For AFR/ANG, score 80 or above of the last two fitness test and have no current fitness exemptions.
- 3.5.1.8. For RegAF and ANG, no record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years. For AFR, must be approved by the Air Force Reserve Command (AFRC) Recruiting Service Commander after review of a mandatory background check by AFRC Judge Advocate for uniform code of military justice actions.
- 3.5.1.9. See attachment 4 for additional mandatory entry requirements.

For Entry and Retention:

- 3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
- 3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- 3.5.2.3. No record of conviction by summary, special, or general courts-martial.
- 3.5.2.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for 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.
- 3.5.2.5. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.
- 3.5.2.6. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
- 3.5.2.7. For AFR, Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8R000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLIC) according to AFI 31-501, Personnel Security Program Management.
- 3.5.3. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

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

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **Form Version Dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from: <https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
- Current Report of Individual Personnel (RIP).
 - RIP can be obtained from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing Fitness Tracker report from the myFSS application: <https://myfss.us.af.mil/USAFCommunity/s/>
- AF Form 22, Physical Profile Serial Report (Current within 12 Months)**
- Official AF Bio with Full-length Photo**
- Copies of the last 3 EPBs**
- Letter(s) of recommendation from current leadership / Chain of Command**

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ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- AGR Service in the Oregon Air National Guard is governed by applicable AFI, ANGI, Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or **DIGITALLY SIGN**
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9, 10 & 17)
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF24-XXX - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention (“AF24-XXX – Doe – 1”)**
- Limit file size to less than 5MB
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt
- Applications will be accepted until the announcement closing date

Email applications to 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil (preferred method). **Place the Announcement Number and Last Name ONLY** in the E-Mail Subject Line. (example: AF24-XXX Doe) Encrypted email may be sent to this address.

Applications can also be mailed to:

The Oregon Military Department
NGOR-AC / AGR - Air
P.O. Box 14350; Salem, Oregon 97309-5047

All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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