

IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 24-096AF

Closing Date: 16-Dec-24

POSITION DESCRIPTION:

POSN TITLE: Retention Office Manager

AFSC: 8R000 **VICE:** Allen

Max: E-7 **Min:** E-6

SELECTING SUPERVISOR INFO:

CMSgt Westergaard, Michelle, 712-233-0528,
michelle.westergaard@us.af.mil

UNIT OF ASSIGNMENT:

185th Air Refueling Wing
Sioux City, IA

FAC: 840000

POSITION #: 0071592134

**Permanent Change of Station (PCS)
may be authorized if in the best
interest of the government.**

WHO MAY APPLY: Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

ASVAB LINE SCORES

GEN - 24

PULHES:

111321

Additional Restrictions:

Will be required to meet the qualifications for
and Completion of ANG Basic Recruiting
Course is mandatory.

AREA OF CONSIDERATION:

Fully qualified 8R200/8R000/8R300. Secret Security Clearance

INITIAL

*******Checklist must accompany all applications*******

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- _____ 2. Copy of Records Review List (RIP).
- _____ 3. AF 422 (Physical Profile Serial Report).
- _____ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
- _____ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- _____ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- _____ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- _____ 8. Technician/Traditional Airman Only - Points Credit Summary.
- _____ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to the closing date and time.

**** DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

1. Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning.
2. Supervise/train traditional guard members who are directly involved in retention programs.
3. Assist SPS in establishing local recruiting and retention production standards based on unit strength requirements.
4. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs.
5. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.
6. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.
7. Manage office administration and serve as POC for all wing retention activities.
8. Coordinate monthly with the FC and the Unit Manpower Document Monitor to identify current and projected vacancies.
9. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the FC.
10. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the SPS.

11. Generate reports to NGB/A 1Y through the SPS IAW NGB guidance.
12. 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.
13. 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.
14. Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training.
15. Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.

1. Must have a minimum of 2 years experience as a Production Recruiter and 1 year experience as an Advanced Recruiter.
2. Must have demonstrated the capability of maintaining recruiting production standards.
3. Must possess an overall knowledge of the ANG Recruiting Program.
4. Must possess knowledge, skill and proficiency in time management and sales techniques.
5. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.
6. Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
7. 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.
8. Comply with military duty eligibility requirements in IAW ANGI 36-101.
9. 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.
10. Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.
11. Completion of ANG Retention Management Course within one year of assignment is mandatory.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet requirements as stated in the "Areas of Consideration".
2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
11. Existing Iowa ANG Promotion policies apply.
12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
13. It is mandatory that the appropriate Military Uniform be worn.
14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.

APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4681, 515-252-4047, or 515-252-4751