

IOWA AIR AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 24-102AF

Closing Date: 19-Dec-24

POSITION DESCRIPTION:

POSN TITLE: Production Recruiter (OTOT)

AFSC: 8R000 **VICE:** Wascher

Max: E-6 **Min:** E-4

SELECTING SUPERVISOR INFO:

MSgt Kaylee Larson, 515-321-4127,
kaylee.larson.1@us.af.mil

UNIT OF ASSIGNMENT:

132d Wing
Des Moines, IA

FAC: 840000

POSITION #: 0072329134

**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:

AFSC: 8R000, trainee.

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:

Position Description: (detailed duties of the position)

Conducts recruiting program. 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, commissioning and the Air Force Reserve Officer Training Corps. 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 enlistees. 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.

Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising

and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.

Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community.

Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

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