

**AIR NATIONAL GUARD**  
Joint Force Headquarters  
187<sup>th</sup> FIGHTER WING, MONTGOMERY, ALABAMA  
117<sup>th</sup> AIR REFUELING WING, BIRMINGHAM, ALABAMA

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24-015**

**OPEN DATE: 19 July 2024**

**EXPIRATION DATE: 19 August 2024**

**OPEN TO: NATIONWIDE**

**Number of Positions:** 1  
**Position Title:** Recruiting and Retention Senior Enlisted Leader  
**Func Code:** 840000  
**PEC#:** 58150G  
**UMDA Position #:** 0070388834  
**AFSC:** 8R300E  
**ASVAB REQUIRE:** 24G  
**Grade:** E7 – E8  
**Security Clearance:** Secret  
**Selecting Official:** Col Jon M. Taylor  
**HRO Remote:** MSgt Vernon Harris, 334-394-7464

Promotion to the highest grade may not be supported by the units manning authorizations.

Promotion to the grades O-4, O-5, O-6, E-8, E-9, are contingent on the availability of a control grade.

## APPLICATION REQUIREMENTS

Signed NGB Form 34-1, <https://www.ngbpmc.ng.mil/ngbforms/>

**Current Report of Individual Personnel (RIP):** Obtain from Virtual Military Personnel Flight (vMPF)

**AF Form 422:** Must be signed and verified within 6 months from your Medical Group

**Air Force Fitness Management System II (AFFMSII) Fitness Report:** Must be Current and passing

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

**Email completed application packages to:**

**JFHQ-AL MDM**  
**ATTN: MSG Jimmy L. Acoff**  
[ng.al.alarmng.list.jl-air-mdm@army.mil](mailto:ng.al.alarmng.list.jl-air-mdm@army.mil)  
**P.O. Box 3711**  
**Montgomery, AL 36109-0711**

**\*All emailed packages must be in a single PDF\***

## **JOB INTRO/TITLE:**

Recruiting and Retention Senior Enlisted Leader

**DUTIES AND RESPONSIBILITIES:** The information below was taken from the NGB/A1Y Position Description, dated 05 Oct 2021.

**SPECIALTY SUMMARY:** Principal administrator in the state for ANG programs associated with the recruitment and retention of military members. Provide oversight, development and implementation of plans, policies, and procedures. Ensure effective operation of state recruiting and retention programs as outlined in applicable ANGI and higher headquarter publications and directives. Communicate recruiting and retention goals at all levels throughout the military structure. This position is assigned to the State Headquarters. Military and full-time supervision is provided by the State Director of Staff.

### **DUTIES AND RESPONSIBILITIES:**

1. Advise command staff for the state on all recruiting and retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns. 2. Ensure all recruiting and retention personnel are trained In Accordance With (IAW) applicable directives, instructions and procedural guidance. 3. Ensure all recruiting and retention personnel maintain sales training proficiency requirements. 4. Serve as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB/A1Y in accordance with applicable procedural guidance. 5. Maintain Staff Assistance Visit (SAV) Program within assigned wings/state. 6. Ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. 7. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed. 8. Develop and administer the State, Regional and National Recruiting and Retention Awards Program. 9. Analyze recruiter/retainer productivity, gain and loss trends determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan to ensure mission success. 10. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program. 11. Ensure all required reports and requests for data are timely and accurate. 12. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention plan. 13. Responsible for managerial oversight of the State's Recruiting and Retention Programs. 14. Ensure Air Force Recruiting Information Support System (AFRISS) are utilized to fullest capability by all recruiting and retention personnel. 15. Evaluate all waivers from state recruiting and retention personnel and forward to the appropriate waiver authority. 16. Ensure a Health Professions/Medical Recruiter is designated for each wing and conduct a health team workshop, as needed or required. 17. Perform other duties as required by governing regulations/instructions.

### **SPECIALTY QUALIFICATIONS:**

1. Minimum of 12 months experience in a 8R300A, certified as an 8R300A, and 18 months ANG membership are required prior to assuming the R&RSEL position.
2. 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.
3. Must possess an overall knowledge of ANG Recruiting and Retention Programs and have demonstrated the capability of maintaining ANG recruiting/retention strength standards and goals with accomplished sales management ability.
4. Comply with military duty eligibility requirements in IAW ANGI 36-101.
5. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny.
6. Must be a Senior Master Sergeant (E8) or a Master Sergeant (E7) prior to assignment as a R&RSEL.
7. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
8. Completion of R&RSEL Course within one year of assignment.
9. Completion of the applicable coaching programs within one year of assignment is mandatory.

### **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:**

Must be a member or eligible to become a member of the Alabama Air National Guard.

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 retain-ability 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 meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.

Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDF/AFOCD

### **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

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 score does not meet the minimum required IAW AFECDD Attachment 4, contact your servicing MPF. You have the option to retake the test.

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.

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 the check

## 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:

AGR Eligibility Checklist found in ANGI 36-101 ([see below](#)).

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;

<http://www.ngbpd.c.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

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'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

The information below was taken from ANGI 36-101, 21 April 2022.

**5.3 Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6 for proper assignment to position/unit. 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 in accordance with AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**5.4 Commissioning of Enlisted Member.** Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by 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.

**5.6 Security Clearance.** AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS)

**5.7. Separated for Cause.** To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

**5.8. Retainability for an AGR Assignment.** Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed, signed Statement of Understanding.

**5.11. Medical Requirements.** Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).