

AIR NATIONAL GUARD
Joint Force Headquarters
187th FIGHTER WING, MONTGOMERY, ALABAMA
117th AIR REFUELING WING, BIRMINGHAM, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24-033

OPEN DATE: 4 October 2024

EXPIRATION DATE: 4 November 2024

OPEN TO: NATIONWIDE

Number of Positions: 1
Position Title: Recruiting Flight Chief, Birmingham
Func Code: 840000
PEC#: 58150G
UMDA Position #: 0070389134
AFSC: 8R300A
ASVAB REQUIRE: 24G
Grade: E6 – E7
Security Clearance: Secret
Unit/Duty Location: Birmingham, AL
Selecting Official: MSgt Michael Marimberga
HRO Remote: MSgt Vernon Harris

APPLICATION REQUIREMENTS

Signed NGB Form 34-1, [NGB Forms](#)

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 (AFFMS II) 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: Ms. Calnecia Gregg
ng.al.alarnng.list.j1-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 Flight Chief

SPECIALTY SUMMARY: Responsible for supervision, administration and management of all recruiting programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure. Military and full-time supervision of the FC will be with the State Production Superintendent (SPS) or other office as designated by The Adjutant General (TAG).

DUTIES AND RESPONSIBILITIES:

The information below was taken from the NGB/A1Y Position Description, dated 05 Oct 2021.

1. Develop an annual unit recruiting plan, to include goals and objectives, recruiting activities, advertising initiatives and financial planning.
2. Serve as the primary recruiting OJT trainer. Maintain training records, conduct training classes and refresher training for all assigned recruiters.
3. Supervise all wing production and advanced recruiters. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective, or referral action as necessary.
4. Assist RRSEL in establishing local recruiting and retention production standards based on unit strength requirements.
5. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.
6. Ensure AFRISS, 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 recruiting activities.
8. Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) 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 ROM.
10. Inform RRSEL on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRSEL.
11. Generate reports to NGB/A1Y through the RRSEL IAW NGB guidance.
12. Ensure recruiting and retention goals are met as determined by the SPS. Assign production goals to production and advanced recruiters. Individual FC and ROM goals will be comparable and may include: Enlistments, Appointments and Unit Saves.
13. Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements to include mirroring the local diversity demographics.
14. Responsible for inputs and updates to the AFRISS-TF, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
15. Utilizing LRAS, develop local awareness publicity programs using media such as direct mail, press, radio, and television presentations.
16. Manage and coordinate Center of Influence (COI) events IAW NGB guidance

SPECIALITY QUALIFICATIONS:

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, be skilled in oral and written communication and have 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 Recruiting Flight Chief Course 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, Medical Examination and Standards (DAFMAN 48-123), 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 DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) **and meet all eligibility criteria in AFECD/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 AFECD 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.ngbpc.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 and has completed formal training for which an AFSC has been awarded

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force 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 Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

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](#).