

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCES OFFICE
2 RANDOLPH ROAD
HANSCOM AFB, MA 01731-3001**

NUMBER: 104-17-13(AGR)

EXPIRES: 01 FEB 2017

DATED: 03 JAN 2017

1. ELIGIBILITY: The following AGR position is available to **all current members of any Air Force Components**. Applications can be emailed to TSgt Balchunas until 2359hrs on the expiration date of this announcement.

Position: PRODUCTION RECRUITER AND RETAINER	Location: 843 Worcester St, Indian Orchard (Springfield) MA
Min Grade: SRA/E-4 Max Grade: TSGT/E-6	AFSC: 8R000
Unit POC: MSgt Thomas Whiddon Comm: 774-836-7922 Email: thomas.l.whiddon.mil@mail.mil	AGR Branch POC: TSgt Kristine Balchunas Comm: (339) 202-3172 Email: kristine.a.balchunas.mil@mail.mil
Salary: Full-time Military Pay & Allowances	http://www.thenationsfirst.org/

CONTINGENT UPON THE AVAILABILITY OF FUNDS & RESOURCES

2. QUALIFICATIONS:

- a. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
 - (1) If the Airman fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.
- b. Applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy **within 36 months of assignment** to apply for an AGR position (If applicable).
- c. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continuation Military Service. Medical examinations must be conducted not more than 24 months prior to entry into AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; an HIV test must be completed within six months prior to the tour start date.
- d. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*.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.
- e. To accept an AGR position, applicant may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on any type of AGR tour IAW ANGI 36-101.

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- f. To accept an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the fulltime manning document for the advertised position. Applicants who are over grade must indicate in writing a willingness to be administratively reduced in grade if selected to the position.
- g. Applicants, if selected, who are not able to complete 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101, Attachment 3.
- h. An individual must not have been previously separated for cause from active duty or a previous AGR tour.
- i. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different fulltime position, defined as a fulltime position with a different position number.
- j. Members must remain in the position to which initially assigned for a minimum of 24 months.

3. APPLICATION PROCEDURES:

- a. Applicants must turn in the following:

- (1) NGB Form 34-1 <http://www.thenationsfirst.org/assets/ngb-form-34-1.pdf>
- (2) Current **Individual Records Review List (RIP)** from vMPF
- (3) Most recent **Report of Individual Fitness (with a minimum composite score of 75)** from AFFMS
- (4) **SF 181 – Ethnicity and Race Identification (Mandatory)**
<http://www.thenationsfirst.org/assets/sf-181.pdf>
- (5) **AF FORM 422 (Current)**
- (6) **Last three EPRs**
- (7) **CORI documents**
<http://www.thenationsfirst.org/assets/cori-request-baker--2016.pdf>
- (8) **Copy of the front and back of your driver's license**
- (9) **Pre Employment Reference Check Form** <http://www.thenationsfirst.org/assets/pre-employment-reference-check.pdf>

- b. Submit forms to the AGR Branch POC listed above. Please scan and email your AGR application to the AGR Branch POC above. Applications must arrive to the AGR Branch POC **NO LATER THAN 2359 HOURS ON THE EXPIRATION DATE OF THE BULLETIN**. Any applications that arrive to the AGR Branch POC after 2359 hrs will be returned without action.

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- c. MPF will certify that the applicant is/is not eligible in accordance with ANGI 36-101. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

4. JOB DESCRIPTION:

- a. Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG.
- b. Assist the RRM in the planning and organizing of recruiting activities.
- c. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives.
- d. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP).
- e. Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements.
- f. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities.
- g. Utilize the R&R Administration Center to its fullest capabilities.
- h. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
- i. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
- j. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.
- k. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.
- l. Develop school programs to include presentations to members of educational institutions.
- m. Coordinate formal presentations to community influencers and other organizations as requested.
- n. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).
- o. Conduct Center of Influence (COI) events.

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- p. Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS).
- q. Will not perform additional duties IAW ANGI 36-101.

SPECIALITY QUALIFICATIONS:

- a. Must be knowledgeable of the organization, mission, and operations of the ANG.
- b. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
- c. Must be a Senior Airman (E4) through Technical Sergeant (E6).
- d. 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.
- e. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
- f. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications.
- g. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
- h. 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.
- i. Must attain/maintain training standards and task certifications according to specific duty position Job Qualification Standards (JQS).

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

- a. No history of emotional instability, personality disorder, or other unresolved mental health problems.
- b. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- c. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
- d. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or 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.

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