

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 22-027
Position Title:	Production Recruiter (There are 2 Vacancies for this Advertisement)
Date of Announcement:	25 May 2022
Closing Date:	23 June 2022
Duty Location & Unit:	158 th Force Support Flight, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	TSgt/E6 8R000
Period of Tour:	Initial Tour 3 Years
Selecting Official:	SMSgt Mark Bohac ; 802-660-8054; mark.bohac@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	All Members within the Vermont Air National Guard and Those Eligible To Become Members.
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program to include fully COVID 19 vaccinated.

Other Pertinent Data:

- Applicants will be assigned to one of the following military UMD position numbers:
088608034, Rank/Military Grade: TSgt/E6; AFSC 8R000.
107798034, Rank/Military Grade: TSgt/E6; AFSC 8R000.
- This vacancy is open to applicants SrA/E4 and above who possess an awarded 5 level in any AFSC.
- If applicant does not currently possess the 8R000 AFSC they will be required to attain the 8R000 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: —"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 or an approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.
- Minimum profile of P1, U1, L1, H3, E2 and S1 is required and must be eligible for worldwide duty IAW AFI 36-101.
- A minimum aptitude score of 24 in GEN is mandatory.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.

- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of conviction by summary, special, or general courts-martial.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for 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.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

Duties and Responsibilities:

- These positions are located at the Vermont Air National Guard, South Burlington, Vermont. The primary purpose of these positions is to assist the ANG Recruiting Office Supervisor in the planning and organizing of recruiting activities.
- Initiates and follows-up on all contacts with prospective applicants to discuss overall opportunities of the ANG.
- Assists the RRM in the planning and organizing of recruiting activities.
- Assists the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives.
- Assists the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP).
- Maintains locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements.
- Utilizes the Air Force Recruiting information Support System Total Force (AFRISS-TF) to its fullest capabilities.
- Utilizes the R&R Administration Center to its fullest capabilities.
- Develops and maintains contacts with representatives of civilian organizations, high schools, active duty and reserve components.
- Coordinates enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron Personnel).
- Reports unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.
- Coordinates with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.
- Develops school programs to include presentation to members of educational institutions.
- Coordinates formal presentations to community influencers and organizations as requested.
- Provides 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).
- Conducts Center of Influence (COI) events.
- Assists the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS).
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Instructions for Applying:

- Interested applicants will submit documents with the attached AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after 1600 of the closing date will not be considered. Please do not submit applications in binders, portfolios or stapled together.
- All mailed Applications need to **be postmarked by the closing date** or they **will not** be considered.
- Applications must be hand-carried or sent via US Postal Service, Federal Express, UPS to the address below.
- Emailed applications are not authorized and **will not** be accepted.
- **Members deployed OCONUS in support of Contingency Operation may email application as one PDF to sara.j.lemay.mil@army.mil**

**Submit Applications (with attached checklist) to:
Human Resources Office
Staffing Section
789 Vermont National Guard Road
Colchester, VT 05446-3099**

<p>Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.</p>
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TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____ SSN: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR/ Perm TEHCNICIAN / OTHER
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFITNESS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. _____ DD Form 214 (If Applicable)
7. _____ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's) (any that you have available)
8. _____ Letter of Recommendation(s) (If Applicable)
9. _____ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

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