

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number(s):</b>	MVA AF 21-010
<b>Position Title:</b>	Production Recruiter and Retainer
<b>Date of Announcement:</b>	7 January 2021
<b>Closing Date:</b>	21 January 2021
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Force Support Flight, Vermont Air National Guard, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	TSgt/E6, 8R000
<b>Period of Tour:</b>	Initial Tour 3 Years
<b>Selecting Official:</b>	MSgt Coleman ; 802-652-8058; <a href="mailto:juan.coleman@us.af.mil">juan.coleman@us.af.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	CMSgt Louise Acker; <a href="mailto:louise.s.acker.mil@mail.mil">louise.s.acker.mil@mail.mil</a> ; MSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@mail.mil">sara.j.lemay.mil@mail.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	All Members Of The Vermont Air National Guard And Those Eligible To Become Members.
<b>PCS Authorized:</b>	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 36-2503 and 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.
- Must have passing PT score within the last year in order to being appointed into the AGR program.
- 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.

### Other Pertinent Data:

- Applicants will be assigned to a compatible military position UMD 0106782234, Rank/Military Grade: TSgt/E6; AFSC: 8R000.
- This vacancy is open to applicants E4 and above who possess an awarded 5 level in any AFSC.
- The individuals selected for these positions will attend the first available ANG Recruiting School at Lackland AFB, San Antonio, TX. This is accomplished prior to member starting on this order.
- 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.
- Mandatory knowledge, education, and experience of AFI 36-2101 must be met.
- Applicants must have the ability to type 35 words per minute.
- Applicants must be of high moral character and unquestionable integrity.
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.

- Applicants must not be on any weight management phase program and must project a favorable image as to represent the Vermont Air National Guard.
- 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.

**Duties and Responsibilities:**

- This position is located in the 158<sup>th</sup> Force Support Flight of the Vermont Air National Guard. The primary purpose of this position 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.**

**Submit Applications (with attached checklist) to:**

**Human Resources Office  
Staffing Section  
789 Vermont National Guard Road  
Colchester, VT 05446-3099**

**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.

## 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: TRADITIONAL / FTNG-ADOS / AGR / TECH / 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. \_\_\_\_\_ Report of Individual Fitness w/passing score (within 1 year of closing date)
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 (If Applicable)

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

---

### INSTRUCTIONS FOR APPLYING

- Interested applicants will submit documents with this AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after **1600L** 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.**

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