



DEPARTMENTS OF THE ARMY AND AIRFORCE
 JOINT FORCE HEADQUARTERS
 NEW HAMPSHIRE NATIONAL GUARD
 1 MINUTEMAN WAY
 CONCORD, NH 03301



READVERTISEMENT

PLEASE POST IN A PROMINENT LOCATION

ANNOUNCEMENT NUMBER AGR NHANG16-020

25 August 2016

POSITION TITLE, SERIES/GRADE TSgt/E6
 PRODUCTION RECRUITER AND RETAINER

MAXIMUM MILITARY GRADE TSgt/E6
 FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

This is a re-advertisement – If you already applied you need not apply again.

MERIT/OPEN: All current NHANG enlisted Airmen in the rank of **SrA/E4 to TSgt/E6** and those eligible to become a NHANG member

CLOSING DATE: 14 September 2016

DUTY LOCATION
 157th Force Support Squadron
 Pease ANGB

This position could also be located at the Manchester, NH recruiting office.

TYPE OF APPOINTMENT
 AGR TOUR

MAXIMUM RANK/AFSC REQUIREMENTS
 Maximum rank for this position is TSgt/E6. This position requires that the incumbent be militarily assigned to AFSC 8R000 military position. If not AFSC/MOS qualified, must become so within first 12 months of assignment.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

OTHER PERTINENT DATA
The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures.

ADDITIONAL INFORMATION
 Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, Kristine.m.poplar.mil@mail.mil or CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, Kathryn.l.scott9.mil@mail.mil. Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

EQUAL EMPLOYMENT OPPORTUNITY
 The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

MERIT: (Current NH AGR's) REQUIRED DOCUMENTS
 **Also see MINIMUM PREREQUISITES

ARMY/AIR FORCE:

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number

- ARMY: Last three NCOER's.
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)

- AIR FORCE: Enlisted Performance Report (last three)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

OPEN: (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS

**Also see MINIMUM PREREQUISITES

ARMY/AIR FORCE:

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214's
- Three References include, email addresses and phone number

- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last three NCOER's
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.

- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last three Enlisted Performance Reports (EPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness w/passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPF
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED

Applications must be received in the Human Resources Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can be left with an HRO Representative, Pease ANGB, Bldg 145.

Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resources Office and may not meet the closing date/time requirement.

MAIL RESTRICTION

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a fax machine. **Do not** include tabs dividers, books, booklets, or document protectors when submitting applications. When mailing (use address on top of job announcement) please allow at least 4-5 days for the application to get through our mail distribution system. **NOTE:** Overnight applications are discouraged as those packages are not delivered to HR.

SPECIALITY SUMMARY: As a member of the Strength Management Team (SMT), organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/unit/GSU as outlined in applicable ANGLs and higher headquarters publications and directives. Coordinate and disseminate R&R information and establish effective relationships with the local community. Military supervision of the PRR will be with the Recruiting and Retention Manager (RRM).

DUTIES AND RESPONSIBILITIES:

1. Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG.
2. Assist the RRM in the planning and organizing of recruiting activities.
3. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives.
4. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP).
5. Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/unit/GSU strength requirements.
6. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities.
7. Utilize the R&R Administration Center to its fullest capabilities.
8. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
9. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
10. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.
11. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.
12. Develop school programs to include presentations to members of educational institutions.
13. Coordinate formal presentations to community influencers and other organizations as requested.
14. 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).
15. Conduct Center of Influence (COI) events.
16. Assist the RRM as required or directed by the Recruiting & Retention Superintendent (RRS).
17. Will not perform additional duties IAW ANGI 36-101.

SPECIALITY QUALIFICATIONS:

- Must be knowledgeable of the organization, mission, and operations of the ANG.
- Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
- 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.
- 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.
- 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.
- Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.

- 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.
- Must attain/maintain training standards and task certifications according to specific duty position JQS.

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

- 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.
- Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
- 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.

FOR THE ADJUTANT GENERAL

BRIAN C. ELBERT, Col, NHNG
Director of Human Resources