
Air National Guard (ANG) Military Vacancy Announcement (MVA)

*(Must be a current ANG, RegAF, or AFRC member
and be eligible for ANG membership)*

2012-277

RECRUITING OPERATIONS PROGRAM MANAGER

TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 2 Nov 2012 Close of Business (COB)

**To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/A1 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **8R000**. Duties and Responsibilities: Develop and manage special programs, promotions, operational guidance, and implementing policies. Coordinate between agencies for accurate data management and evaluate program performance and effectiveness. Conducts initial and recurring training for recruiters to ensure effective implementation of current ANG policies and initiatives. Recommend new programs or proposed changes to the Superintendent, Recruiting Operations. Production & Strength Analysis ensures the states input production standard information by established date. Evaluate production standard change requests submitted by states and present recommendation to Superintendent, Recruiting Operations. Analyze data to evaluate production performance at all levels to ensure established targets are being met. Make recommendations based on findings to Superintendent, Recruiting Operations. Manages Recruiting and Retention Community of Practice Page ensures the most current information is on the R&R CoP. Works closely with the states to solicit input for helpful "recruiting tools" to be placed on the CoP. Manage Recruiting CoP accounts. Monitors the effectiveness of state/unit level officer and enlisted recruiting programs.. Monitors state/unit strength levels. Maintains regular contact with the state/unit Recruiting Office Supervisors and Production Recruiters. Evaluates overall state enlisted recruiting programs to ensure all Recruiters meet strength requirements. Monitors the quality of Air National Guard Accessions. Monitor and Review the Air National Guard accession processes. Reviews accession data and recruiter irregularities to identify moral trends. Advises the Superintendent, Recruiting Operations on changes in enlistment and accession criteria that affect the program. Analyzes data to determine current strength and forecast future trends that impact the ability of recruiters to access sufficient members to meet the ANG mission requirements. Reviews the authorized/assigned enlisted strength statistics by state/unit. Reviews program changes and conversion to ensure adequate recruiting resources are available. Advises the Superintendent, Recruiting Operations on findings to include trends and resource requirements. Monitors the Air Force Recruiting Information Support System (AFRISS). Monitors the usage of AFRISS by the ANG recruiting workforce. Ensures the AFRISS program reports supports the required trends and analysis required to end strength attainment. Reviews AFRISS reports and make recommendations as necessary. Manages the National, Quarterly, Referral Awards and Special Awards Programs - ensures the state/unit are notified of the criteria and

procedures to nominate a deserved recipient in a timely manner. Review the progress of established programs to determine the need for modifications. Recommend new programs or proposed changes to the Superintendent, Recruiting Operations.9. Participates in Staff Assistance Visits (SAVs) to supported units. Manage SAV annual schedule, coordinating with members of NGB/AIYO. Perform cyber SAVs prior to physical visit taking place. Make recommendations based on findings to Superintendent, Recruiting Operations. Manages the ANG/SG accession waiver program. Reviews and processes reports of medical examination according to the current DoD physical standards on applicants for accession. Provides update reports as required. Maintains an appropriate suspense system to monitor those applicants who have outstanding medical defects and problems requiring on-going follow-up prior to making a final case disposition. Provides guidance to ANG medical units/state recruiters and acts as a focal point in matters pertaining to accession physical standards and other medical disposition actions. Works in close coordination with the Superintendent, Recruiting Operations with all activities directly relating to the ANG recruiting efforts.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
