
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2012-273

RECRUITING & RETENTION TRAINING PROGRAM MANAGER

TSGT - MSGT

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

Closeout Date: 25 Oct 12 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: Recruiting Training Operations Special programs Manager: Develop and manage special training programs, promotions, operational guidance, and implementing policies. Coordinate between agencies for accurate data management and evaluate program performance and effectiveness. Oversee 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 and Retention Training. Production & Strength Analysis: Ensures the states input standard training information by established dates as requested. Evaluate training inputs submitted by states and present recommendation to Superintendent, Recruiting and Retention Training. Analyze data to evaluate and standardize training at all levels to ensure established targets are being met. Make recommendations based on findings to Superintendent, Recruiting and Retention Training. Manages Recruiting and Retention Training Community of Practice Page: Ensures the most current training information is on the R&R CoP. Work closely with the states to solicit input for helpful "recruiting tools" to be placed on the CoP. Manage Recruiting and Retention training specific CoP pages. Monitors the effectiveness of state/unit level officer and enlisted recruiting training programs. Maintains regular contact with the state/unit Recruiting and Retention superintendents, Recruiting Office Supervisors and Production Recruiters. Evaluates overall state enlisted recruiting training programs to ensure all Recruiters meet strength requirements. Monitors the quality of Air National Guard training programs concerning the accession process. Monitor and Review the Air National Guard training programs covering accession processes. Reviews accession data and recruiter irregularities to identify moral trends and ensure proper training is conducted. Advise the Chief of Recruiting Operations and Chief of Retention Operations of necessary changes to all training programs. Monitors the Air Force Recruiting Information Support System (AFRISS) and AFRISS Based ROMPS (ABR) Training Programs. Monitors the training provided at the Basic Recruiting Course and the Recruiting and Retention Management course. Ensures the AFRISS program training supports the required level of training needed by Recruiting and Retention members. Reviews and updates training programs for AFRISS and ABR as needed in coordination with AFRISS/ABR program managers. Writes, revises, and implements Staff Assistance Visit(SAVs) and Compliance Inspection checklists to support

units. Review the SAV and CI checklists for accuracy in coordination with NGB program managers and unit level Recruiting and Retention members. Over see cyber SAVs program to ensure the correct process is being utilized. Make recommendations based on findings to Superintendent, Recruiting and Retention Training. Battlefield Airman Recruiting and Development Program (BARD): Monitor BARD programs and support Battlefield Airman Liaisons as required. Provide support to BARD BA Liaisons in coordination of SAV and CI checklists and requirements. Develop specific BARD training programs in coordination with BALs and oversee their implementation. Make recommendations for BARD program improvements to the Superintendent, Recruiting and Retention Training. Works in close coordination with the Superintendent, Recruiting and Retention Training, with all activities directly relating to ANG Recruiting and Retention Training and Battlefield Airman Development programs. Additional duties as assigned.

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.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

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