



# AIR NATIONAL GUARD (ANG) MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

**THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.**

**\*\*\*WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE. DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT\*\*\* APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED BELOW.**

**DUE TO THE HIGH VOLUME OF APPLICATIONS, PACKAGES RECEIVED WITHIN FOUR DUTY-DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/DISQUALIFICATION ONLY. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. INCOMPLETE APPLICATIONS SUBMITTED WITHIN FOUR DUTY-DAYS OF CLOSEOUT DATE WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATION REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.**

**ANNOUNCEMENT NUMBER:** MVA 2016-220R1

**OPEN PERIOD:** 30 September 2016 thru 2359 EST, 31 October 2016

**HIRING DIRECTORATE:** NGB/A1

**POSITION TITLE:** Recruiting Operations Non-commissioned Officer

**AFSC REQUIREMENT:** 8RX00 (PAFSC, 2AFSC, 3AFSC, 4AFSC)

**RANK/GRADE REQUIREMENT:** TSgt/E6-MSgt/E7

**POSITION INFORMATION:** Full Time, Title 10, Statutory Tour

**TOUR LENGTH:** 2-4 Years

**AGENCY:** National Guard Bureau (NGB)

**DUTY LOCATION:** Joint Base Andrews, MD

**WHO MAY APPLY:** Must be a current ANG, REGAF, or AFRC member and be eligible for ANG Membership

## 1. Requirements

**\* You must submit all required documents IAW the Application Procedures/FAQs located on the website. These procedure/FAQs can change at any time-you MUST follow the most current procedures. All applicants are strongly encouraged to thoroughly review all application procedures and FAQs prior to contacting NGB/HR and especially prior to submitting your application**

Must hold rank/grade, AFSC requirement, and be current/passing within fitness standards as established by AFI 36-2905, by and through announcement closeout date. All information must be accurately indicated on the vMPF RIP at the time of application.

Must have a Secret security clearance

If currently assigned to a Special Duty Identifier (SDI), you must provide a conditional release memorandum from the career field manager/functional area manager.

Incumbent will be awarded SDI 8R200. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience is required.

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## 2. Position Description

- Monitors the effectiveness of state/unit level officer and enlisted recruiting programs.
  - Monitors state/unit strength levels
  - Monitors the health of the state/unit recruiting efforts
  - Maintains regular contact with the state/unit recruiting managers
  - Evaluates overall state recruiting programs to ensure all Recruiters can meet and exceed production standards for strength requirements
  - Advises the Recruiting Operations Program Manager on areas that affect the ANG recruiting program
- Monitors the quality of ANG accessions.
  - Reviews the ANG accession processes
  - Reviews accession data to identify trends
  - Reviews recruiter irregularities reports and reports finding to Recruiting Operations Program Manager
  - Advises the Recruiting Operations Program Manager on changes in enlistment and accession criteria that affect the ANG recruiting program.
- Manages the ANG Recruiting Storefront Program
  - Manages request, implementation, and execution process with states and the Army Corps of Engineers (ACE)
  - Ensures compliance with Department of Defense (DoD) standards
  - Ensures existing locations are continually refreshed and maintained
- Monitors the Air Force Recruiting Information Support System (AFRISS) and the GoANG administrative system
  - Monitors the usage of systems by the ANG recruiting workforce.
  - Ensures the system reports supports the required trends and analysis required for end strength attainment.

- Reviews reports and make recommendations as necessary.
  - Monitors the national, quarterly, and referral awards and special 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 Recruiting Operations Program Manager
  - Monitors all aspects of the field funding requirements and execution
    - Develops fiscal year budget requirements
    - Monitors execution rates and details
    - Provides guidance on proper budget execution requirements
  - Monitors the ANG Lead Processing Center and all concurrent aspects of reporting and management of the program
  - Monitors the Military Entrance Processing Station (MEPS) process specific to ANG requirements and interfaces with Headquarters MEPS Command (HQ MEPCOM) to ensure ANG interests are addressed.
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### **3. Application Reminders**

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your career field manager/functional area manager stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in AFI 36-2502.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), evaluations, etc. could result in disapproval.

It is your responsibility to ensure your vMPF RIP is accurate/in order prior to application submittal. This includes but not limited to, verifying duty history, AFSC, service dates and ensuring overdue TDY codes are cleared.

### **4. About Statutory Tours**

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current director's approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward reduced eligibility age for reserve retirement pay.

**Further information regarding the Statutory Tour Program can be found in ANGI 36-6.**

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within four duty-days of receipt. You may email [usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil](mailto:usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil) or call 240-612-8884 to check the status of your application. Please do not call/email for a status update within the four duty-day period.

**IMPORTANT NOTE:**

Based on the volume of applicants, packages received within four duty-days of the closeout date listed on the announcement will be reviewed for qualification/disqualification only. Any incomplete/missing requirements/documentation will result in disqualification. Submittal of any missing documents/requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to our FAQs and application procedures. If your question is still not answered, contact our office for clarification. Review your application and requirements thoroughly before submitting to preclude disqualification.

**TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES**

<http://www.ang.af.mil/careers/mva/index.asp>