

## ACTIVE GUARD/RESERVE VACANCY ANNOUNCEMENT (NATIONWIDE)

<b>HUMAN RESOURCES OFFICE</b> <b>ATTN: NGDE-HRO-AG</b> <b>JOINT FORCE HQ-DELAWARE</b> 250 Airport Road New Castle, Delaware 19720	<b>Announcement #</b> <b>05-AF-15</b>	<b>Opening Date</b> <b>9 July 2015</b>	<b>Closing Date</b> <b>11 August 2015</b>	
Position Title <b>Recruiting NCOIC</b>	<b>Army National Guard</b> <input type="checkbox"/>	<b>Air National Guard</b> <input checked="" type="checkbox"/>		
*Min/Max <b>TSgt/MSgt</b>	SSI/MOS <b>8RX00</b>	Unit and Location of Position <b>DE ANG</b> <b>2600 Spruance Drive</b> <b>New Castle, DE 19720</b>		
		Officer <input type="checkbox"/>	Warrant Officer <input type="checkbox"/>	Enlisted <input checked="" type="checkbox"/>
<b>*TSgt Immediately promotable MSgt/E7</b>				

**General:** Individuals selected for Active Guard/Reserve (AGR) tours will be placed in military duty status under the authority of 32 USC 502f. ANG Career AGRs will now serve an initial 3-year probationary tour when entering the AGR program with possible follow-on tours of one (1) to six (6) years. AGR personnel must participate with their unit of assignment during unit training assemblies and annual training periods. Compensatory time is not authorized. If the selectee's military grade (enlisted only) is higher than that advertised, he/she must accept an administrative reduction to the advertised grade. The wearing of the appropriate military uniform is required. AGR personnel receive full military pay and allowances based on grade and time in service.

**Qualification Requirements for AGR Status:**

1. Must meet medical standards of AFI 48-123 as appropriate within 36 months prior to the start of the tour.
2. Must be medically certified as drug free.
3. Must test negative for Human Immuno Deficiency Virus (HIV) within 6 months prior to the start of the tour.
4. Must test negative for pregnancy within 30 days of tour start date.
5. Must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher on the fitness assessment for entry into the AGR Program.
6. ANG applicants must have sufficient retain ability to complete 20 years of full-time National Guard duty, and/or active duty, prior to his/her mandatory separation date. However, ANGI 36-101, Para 5.10. allows the tour eligibility requirements to complete 20 years of AFS for military retirement to be waived.
7. Must not be eligible for, or receiving a Federal retirement annuity.
8. Must possess or be eligible for the appropriate security clearance required by the AOC/AFSC of the full-time position.
9. An individual must not have been previously separated for cause from active duty or a previous AGR tour.
10. Additional qualification requirements are outlined in ANGI 36-101, and other applicable regulations and laws governing the Active Guard/Reserve Program.
11. Must have a minimum of 2 years in the required AFSC.
12. Must possess a valid state driver's license to operate government motor vehicles in accordance AFI 24-301.
13. No record of disciplinary action for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909.

**INSTRUCTIONS FOR APPLYING:** All individuals desiring consideration for this position may apply by submitting, **as a minimum**, the following:

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| ✓ NGB Form 34-1   | ✓ <b>Optional Form 306</b>                              | ✓ <b>SF 181</b>                                |
| ✓ <b>SF 600 or DD Form 2808/2807-1 or PHA</b><br>(Physical Health Assessment) | ✓ <b>Report of Individual Person (RIP)</b>              | ✓ <b>DD Form 214</b><br>(if applicable)        |
| ✓ <b>Professional Certifications</b>  | ✓ <b>Report of Individual Fitness</b><br>(AFFMS Report) | ✓ <b><u>Email Address for notification</u></b> |
- ✓ **Current full length photo in Class A uniform made within the previous 12 months (if NOT within commuting distance and CANNOT appear before the selection board)**

**Documentation must be submitted indicating eligibility for placement in a position requiring Officer and Warrant Officer Status. The required forms must be forwarded as to arrive at the HUMAN RESOURCES OFFICE, 250 AIRPORT ROAD, NEW CASTLE, DE 19720, no later than 1630 hours on the closing date indicated. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

**EQUAL OPPORTUNITY:** The Delaware National Guard is an equal opportunity employer. Selection for this position will be made without regard to political affiliation, religion, marital status, race, color, sex, national origin, age, membership or non-membership in an employer organization, or other factors, which are not job related.

**DUTIES AND RESPONSIBILITIES:**

1. Utilizing strategic planning tools as required by NGB/A1Y, develops an annual unit recruiting plan, in conjunction with the RRS, which included goals and objectives, recruiting activities, advertising initiatives and financial planning.
2. Serve as the primary recruiting OJT trainer for wing PRs. Maintain training records, conduct training classes and refresher training for all assigned Production Recruiters (PRs). In form RRS of status of PRs on a regular basis.
3. Supervise wing PRs. Coach assigned PRs on problem areas, offer solutions and recommend corrective, or referral action as necessary. Inform RRS of status of PRs on a regular basis.
4. Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements.
5. Serve as the Primary or alternate Resource Advisor for the Operations and Maintenance (O&M) and advertising funds.
6. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.
7. Manage office administration and serve as POC for wing recruiting activities.
8. Coordinate monthly, at a minimum, with the Retention NCO (RTNCOIC) and the Unit Manpower Document (UMD) Monitor to identify current and projected vacancies.
9. Provide recruiting and retention statistics and analysis to the Wing Commander weekly, monthly and/or quarterly as appropriate in conjunction with the RRS and RTNCOIC.
10. Inform RRS on all recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRS.
11. Generate reports to NGB/A1Y through the RRS IAW NGB guidance.
12. Ensure recruiting and retention goals are met as determined by the State RRS. Assign production goals to production recruiters. Individual RCNOIC goals will be comparable and may include; Enlistments, Appointments and Unit Saves.
13. Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements to include mirroring the local diversity demographics.
14. Responsible for inputs and updates to the GoANG admin website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
15. Utilizing LAP, develop local awareness publicity programs using media such as direct mail, press, radio, and television presentations.
16. Manage and coordinate Center of Influence (COI) events IAW NGB guidance.
17. Performs other duties as assigned.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION OR THE ACTIVE GUARD/RESERVE PROGRAM, CONTACT NGDE-HRO-AG (POC is SSG Jerry Lee 302-326-7118, or SGM Kemberly Hines-Fairfax 302-326-7126.**