

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24TH STREET  
LINCOLN, NEBRASKA 68524**

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AF-18-004

**Closing Date:** 27 November 2017

**Position Title:** Senior Recruiter

**Location:** JFHQ, Lincoln, NE

**Military Grade Range:** Minimum MSgt/E-7 - Maximum SMSgt/E-8

\*Promotion to SMSgt is contingent on assignment of control grade

**Military Requirements:** The AFSC for this position is 8R300. Prior qualification at the 5-skill level in any AFSC is mandatory for entry into this Special Duty Identifier. Must possess a valid State driver's license to operate government motor vehicle IAW AFI 24-301. Will be required to complete applicable sales training programs within one year of assignment. 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 meet any Special Requirements as specified on Position Description. Failure to maintain the appropriate security clearance level will result in removal from the AGR program. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date. You must be in a military status to apply for an AGR position. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service (AFS) prior to Mandatory Separation Date (MSD). Individuals selected that cannot attain 20 years of AFS prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101. **Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All Current Members of the Nebraska Air National Guard and those eligible to become members in the grade of MSgt/E-7 to SMSgt/E-8 may submit an application for this position.

**Area 1 – AFSC Qualified**

**Area 2 – Non AFSC Qualified**

**General Requirements:**

1. Must demonstrate the capability of maintaining recruiting production standards.
2. Must possess knowledge, skill and proficiency in time management and sales techniques.
3. Must be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
4. A minimum of 24 months experience in ANG recruiting and/or retention

*The Military Department of Nebraska is an Equal Opportunity Employer*

in SDI 8R200 required.

5. Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
6. Attendance at in-residence PME Course is desirable.
7. Weight lifting requirement of 40 lbs.
8. Must have a minimum PUHLES – 111321 /ASVAB General – 24

**Summary of Duties:** Oversees and manages marketing support provided to recruiters. Plans and conducts recruiter marketing training. Conducts training and evaluates enlisted accessions and second-tier recruiters. Assists the operations flight commander in the management of the advertising and community relations budget. Manages regional publicity program. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Supervises and trains enlisted accessions and second-tier recruiters on presentations of Air Force orientations to civic, social, educational and student organizations. Manages community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives. Manages Military Entrance Processing Station (MEPS) liaison production. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Oversees recruiting operational matters and interprets recruiting directives for assigned units. Supervises recruiting activities. Oversees the recruiting practices, production and training of subordinate recruiting squadrons and recruiting personnel. Develops and maintains market data and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation.

## Application Instructions:

**Please read the application instructions as there have been changes to the application and process for applying.**

**!!! IMPORTANT NOTICE!!!**

**Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.**

E-mail may be sent to [nq.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:nq.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application AGR-AF-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

**Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.**

Yes  No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_\_ (Initials)

Yes  No 2. **Records review RIP / SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary** - Applies to Reserve Component Only \_\_\_\_ (Initials)

Yes  No 5. **Current Flying History Report** (if applicable) \_\_\_\_ (Initials)

Yes  No 6. **AF 422 or AF 1042** (showing current physical PULHES) and PHA within 12 months \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. \_\_\_\_ (Initials)

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*