

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-25-014

**Closing Date:** 14 February 2025

**Position Title:** Recruiting and Retention SEL

**Location:** JFHQ-NE Lincoln, NE

**Military Grade Range:** Minimum MSgt/E-7 - Maximum SMSgt/E-8  
(UMD currently supports E-7, promotion to E-8 dependent upon UMD availability)

**Military Requirements:** Designated AFSC for this position is 8R300. AFSC qualifications include PULHES of 222321 and must be able to lift 40lbs. For entry into this SDI, prior qualification in SDI 8R100 or 8R200 with a minimum of 24 months of experience. Prior qualification in SDI 8R000 with a minimum of 24 months experience and 8R200 with minimum 12 months experience for ANG only. Must possess and maintain Secret security clearance. **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 members of the Nebraska Air National Guard or those eligible to become members in the grades of MSgt/E7 – SMSgt/E8 may apply for this position.

**Special Duty Summary:** Manages and supervises programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

**Duties and Responsibilities:**

2.1. For Reg AF, related duties include AFPC/Superintendent Enlisted Accessions Policy, Chief, Enlisted Accessions Policy/Career Field Manger, Air Staff Enlisted Accession Flight Chief, Officer Health Professions Flight Chief, Operation Supervisor, Senior Trainer, HQ AFRS and Recruiting Group Trainer, AFRS Inspector General, HQ AFRS Recruiter Screening Team, Classification, Squadron Superintendent, Group Superintendent, HQ AFRS Superintendent, AFRS Inspector General Superintendent, Air Force Recruiting School Schoolhouse Commandant, and AFPC Accessions Superintendent. For AFR, related duties include Flight Chief, Senior Recruiter, Senior Squadron Trainers, Squadron Superintendents, and staff positions graded at E-8 or E-9. For ANG, related duties include, GSU Advanced Recruiters graded at E-7, Flight Chief, Retention Office Manager, NGB staff and Recruiting School Schoolhouse Instructor, In-Service Recruiters, State Productions Superintendents, and NGB Statutory Tour positions.

2.2. 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.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. 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.

**Specialty Qualifications:**3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. Not used.

3.4. Experience. For entry into this SDI, prior qualification in SDI 8R000 or 8R200 with a minimum of 24 months of experience. Prior qualification in SDI 8R000 with a minimum of 24 months experience and 8R200 with minimum 12 months experience for ANG only.

3.5. Other. The following are mandatory as indicated: 3.5.1. See attachment 4 for mandatory entry requirements.

3.5.2. For award and retention of this SDI: 3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.3. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

3.5.2.5. Must attain/maintain training standards and task certifications according to specific duty position JQS.

3.5.2.6. No record of conviction by summary, special, or general courts-martial.

3.5.2.7. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*.

## 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 [ng.ne.nearng.list.hro-agr-job-apps@army.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@army.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 NE.NG.MIL. **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 or 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/ANG Only \_\_\_\_

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

Yes  No 6. **AF 422 or DD 2992** (showing current physical PULHES) or MFR from Med Group \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation 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 24th 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.*

***The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.***