

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

NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-19-022

Closing Date: 20 May 2019

Position Title: Retention Office Manager

Location: JFHQ-A1/Recruiting, Lincoln, NE

Military Grade Range: Minimum TSgt/E6 - Maximum MSgt/E7

Military Requirements: Designated AFSC for this position is 8R200. AFSC qualifications include ASVAB General score 24 or higher, PULHES 111321 and must be able to lift 40lbs. Must be able to obtain and maintain a 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 and those eligible to become members in the grade of TSgt/E6 and above may apply for this position.

Area 1 – AFSC Qualified (with a minimum of 36 months experience as 8R000)

Area 2 – Non-AFSC Qualified (to include 8R000 with less than 36 months experience as 8R000)

Military Responsibilities:

1. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
2. Must be able to speak clearly and communicate effectively both orally and in writing.
3. Must have knowledge of the organization, mission and operation of the ANG.
4. Must be willing to work long irregular hours and travel on short notice as required.
5. Assist the management in developing a unit recruiting and retention operations plan to include annual goals and objectives.
6. Demonstrate ability to perform and be a self-starter, capable of accomplishing multiple tasks while simultaneously meeting deadlines (with minimum supervision) is a must.
7. Appearance must project a favorable image IAW AFI 36-2903 and AFI 36-2905 standards.
8. Must demonstrate the capability of maintaining recruiting/retention production standards.
9. Must possess knowledge, skill and proficiency in time management and sales techniques.
10. Comply with military duty eligibility requirements in IAW ANGI 36-101.

Specialty Duty Summary: Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

Duties and Responsibilities:

1. For AFR, related duties include In-Service Recruiters (to include In-Service/Line Recruiters), Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7.

2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.
3. Develops publicity programs. 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. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.
4. Develops 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.
5. Performs MEPS liaison and production management duties. 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. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

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@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/ANG Only
 (Initials)

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

Yes No 6. **AF 422 or DD 2992** (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 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.