

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

***ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-22-006  
(Will start o/a 1 Jan 2022)

**Closing Date:** 01 December 2021

**Position Title:** Recruiting and Retention Senior Enlisted Leader

**Location:** JFHQ, Lincoln, NE

**Military Grade Range:** Minimum: MSgt/E-7 – Maximum: SMSgt/E-8 (Selection of and/or promotion to SMSgt contingent upon control grade availability)

**Military Requirements:** The AFSC for this position is 8R300. For entry into SDI, a minimum of two years' experience in ANG Recruiting and/or Retention in SDI 8R200 required. Applicant must have an ASVAB General Composite score of 24. PULHES of 111321. Must be able to lift 40lbs. Applicant must hold or be eligible to obtain a Secret Security Clearance. As mandated by the Secretary of Defense, employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to meet the COVID-19 vaccine requirements established by your military component. **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**

**1. 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.

**2. 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 squadron's 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.

### **3. Special Duty 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 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.

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*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates. AFECDD, 31 Oct 21

## 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.*