

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

NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-23-007

Closing Date: 23 December 2022

Position Title: Enlisted Accessions Recruiter

Location: JFHQ-NE Lincoln, NE

Military Grade Range: Minimum SrA/E-4 - Maximum MSgt/E7.

(Current UMD Supports up to TSgt/E-6. Selection of or promotion is contingent upon UMD availability and recommendation by supervisor)

Military Requirements: Designated AFSC for this position is 8R000. AFSC qualifications include PULHES 111321, must be able to lift 40lbs. 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 enlisted members of the Nebraska Air National Guard or those eligible to become members in the grade of SrA/E4 to MSgt/E7.

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. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards.
5. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
6. Comply with military duty eligibility requirements in IAW ANGI 36-101.
7. 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.
8. Attendance at in-residence PME Course is desirable.

Summary of Duties:

As a member of the Recruiting and Retention Office, organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinate and disseminate Recruiting and Retention (R&R) information and establish effective relationships with the local community. Military supervision of the PRR will be with the Recruiting Flight Chief (FC). Initiate

and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the FC in the planning and organizing of recruiting activities. Assist the FC in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives. Assist the Retention Office Manager (ROM) and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP). Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Utilize the R&R Administration Center to its fullest capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events.

Application Instructions:

!!! 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 with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. 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.