

***** Applications MUST be emailed to the HRO email ng.ar.ararng.mbx.hro-jobs@mail.mil*****

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
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<http://www.arguard.org/hro/indexhro.htm>**

AMENDED

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-018A

OPENING DATE: 2 February 2019

CLOSING DATE: 10 March 2019

POSITION TITLE: Recruiting and Retention Superintendent

MILITARY GRADE REQUIREMENTS: Enlisted MSgt/E-7 (Promotable), Not to Exceed SMSgt/E-8 (Pending availability of a Control Grade)

LOCATION: Headquarters, Arkansas Air National Guard, (HQ, AR ANG), Camp Robinson, North Little Rock, AR

NOMINATING OFFICIAL: Maj Bridgett Scott, Deputy Director of Staff

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: Members of the Arkansas Air National Guard, or those eligible to become members. All members of the Arkansas Air National Guard or those eligible to become members that possess the applicable Air Force Specialty Code (AFSC) In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Minimum grade of MSgt/E-7 (Promotable), Maximum grade of SMSgt/E-8. Applicant must have performed duties as a Recruiting Office Supervisor (ROS), Retention Office Manager (ROM), Recruiting and Retention Non-Commissioned Officer (RRNCO), Production Recruiter, or any combination of the four for a minimum of 24 months prior to assuming the Recruiting and Retention Superintendent (RRS) position. Must complete applicable sales coaching training within one year of their selection. Must possess Air Force Specialty Code (AFSC) 8R000 (requires a minimum General aptitude score of 24). Applicant must meet Body Composition and Physical Fitness Standards as stated in AFI 36-2905. Prior to induction into AGR Program selectee must meet all required medical standards in AFI 44-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. Applicant must maintain high standards of professionalism through appearance, military bearing and conduct, and must be in compliance with Air Force Instruction (AFI) 36-2903 and ANG fitness standards. Must possess high moral character and unquestionable integrity. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting and/or retention strength standards and goals with accomplished sales management ability. Must be willing to work long, irregular hours, perform Temporary Duty (TDY), become involved in military and civic activities, and manage recruiting and retention programs that are able to withstand intense public scrutiny. Must be skilled in oral and written communication. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Prior to entry on tour, selectee will meet the physical qualifications outlined in Chapter 7, AFI 44-170. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months prior to entry on Military Duty. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189th AW, and assigned to a compatible

military position in AFSC 8R000.

SUMMARY OF DUTIES: The Recruiting and Retention Superintendent (RRS) will serve as the National Guard Bureau's (NGBs) primary point of contact and principal advisor on all recruiting and retention issues affecting Arkansas. This position serves as the principal administrator in the state for all ANG programs associated with the recruitment and retention of military members. The RRS oversees development and implementation of all plans, policies and procedures, ensuring effective operation of state recruiting and retention programs In Accordance With (IAW) ANGI 36-2001, ANGI 36-2005, ANGI 36-2607 and all other applicable ANGIs and AFIs. Performs supervision, counseling, performance appraisal and training of Recruiting and Retention staff IAW applicable Air Force and ANG directives and instructions. Responsible for the selection, promotion, discipline and removal of recruiting and retention personnel. Develops and facilitates a comprehensive State Recruiting and Retention Plan, recruiting activities, advertising initiatives and financial planning. Distributes a state plan to all recruiting and retention activities and appropriate supervisory personnel. Advises State Command Staff on all recruiting and retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns. Serves as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB/A1R. Visits recruiting and retention offices to ensure Compliance Review Guides and Staff Assistance Visit (SAV) checklists are being followed. Ensures all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. Monitors and evaluates all activities coordinated through the Military Entrance and Processing Station (MEPS) and participates in all Inter-Service Recruiting Council (IRC) meetings, as required. Elevates unresolved Military Entrance Processing Station (MEPS) issues to NGB/A1R. Develops and/or administers the State and National Recruiting and Retention Awards program. Represents the Arkansas Air National Guard by assisting with the development of state sponsored recruiting and retention incentive initiatives used to supplement the national program. Requests unit Recruiting and Retention SAVs from NGB/A1R. Coordinates with wing ROS's and ROM's concerning recruiting and retention issues. Serves as the State administrator for the Air Force Recruiting Information Support System (AFRISS). Maintains familiarity with the data and information capabilities of the AFRISS Based Retention Office Manager Productivity System. Ensures a Health Professions/Medical Recruiter is designated for each flying unit and conducts Health Team Workshop as needed or required. Performs duties as required by governing regulations and instructions. Performs other duties as assigned.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: **Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararng.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR)
2. **Current AF Form 422 within 5 Years** – Physical Profile Serial Report
3. **IMR reflecting PHA within 12 Months of closing date of Announcement** - Individual Medical Readiness print out
4. **ANG Fitness Assessment Results** for the past twelve months with passing scores
5. **RIP** – Report on Individual Personnel
6. **SF 181** - Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//

MSgt Jillian Churchill
Human Resources SNCO
AGR Section