



OREGON AIR NATIONAL GUARD



Oregon Military Department
NGOR-AC/AGR
P.O. Box 14350
Salem, Oregon 97309-5047

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF25-506

POSITION INFORMATION

Open Date:	23-Oct-2024
Close Date:	08-Dec-2024
Position Title:	Production Recruiter
Unit:	Joint Forces Headquarters - Air Component
Location:	Bend, Oregon
AFSC Requirement:	8R000
UMD Position Number *	TBD
Maximum Rank/Grade**	TSgt/E6
Minimum Rank/Grade:	SrA/E4
PD Number:	N/A
Grade/Series:	N/A
Projected Start Date:	ASAP
Minimum Required Skill Level:	5-skill level (3-skill level if 5-skill level does not exist in AFSC)
Cross-Training Opportunity:	YES
Additional Details:	One time occasional tour (OTOT) NTE 36 months

WHO MAY APPLY FOR THIS POSITION:

This Announcement Is Open to All Current Members of The Oregon Air National Guard
And Those Eligible for Membership in the Oregon Air National Guard

AREAS OF CONSIDERATION:

Area 1: Current Permanent Full-Time and Traditional Members of The Oregon Air National Guard
Area 2: Those Eligible for Membership in the Oregon Air National Guard

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

Section/ Shop Supervisor: SMSgt Anthony Martinez - anthony.martinez.27@us.af.mil

HR Liaison: MSgt Brandon Boyce - brandon.boyce@us.af.mil

**Vacancy And Grade Contingent on Resource Availability*

***Promotion To the Highest Grade May Not Be Supported by The Units Manning Authorizations*

ELIGIBILITY AND ENTRY REQUIREMENTS INTO THE AGR PROGRAM

- Member Must Meet All Eligibility Criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member Will Be Required to Hold a Compatible Military Assignment in The Unit They Are Hired to Support.
- Member's Military Grade Will Not Exceed the Maximum Military Duty Grade Authorized on The Unit Manning Document (UMD) For the Position.
- Member Must Meet the Physical Qualifications Outlined in DAFMAN 48-123, Medical Examination and Standards, Attachment 2 Before Being Placed on An AGR Tour.
- Member Must Have Retainability to Complete the Tour of Military Duty.
- Member Must Not Be Eligible for Or Receiving a Federal Retirement Annuity.
- Member Must Comply with Standards Outlined in DAFMAN 36-2905, Fitness Program to Be Eligible for Entry into The AGR Program.
- Member Must Hold Required AFSC Or Be Eligible for Retraining (If Applicable) And Meet All Eligibility Criteria In AFECDD/AFOCD

ADDITIONAL INFORMATION

- AGR Members Will Participate with Their Unit of Assignment During Regular Scheduled Drill (RSD).
- AGR Tour Lengths in The State of Oregon Are Governed by Director of Staff - Air
- Initial AGR Tours In Oregon Will Not Exceed 3 Years; Follow-On Tours Will Be From 1 To 6 Years, Per ANGI 36-101 And Orang Force Management Policy
- Selectee Will Be Required to Participate in The Direct Deposit Electronics Funds Transfer Program.
- A Law Enforcement Background Check May Be Required Prior To Appointment to This Position; By Submitting a Resume or Application for This Position, You Authorize This Agency to Accomplish This Background Check.
- AGR Service in The Oregon Air National Guard Is Governed by Applicable AFI, ANGI, Selective Retention Review Boards (SRRB) And Command Policy Memorandums (CPM)

APPLICATION REQUIREMENTS AND INSTRUCTIONS

You **MUST** submit **ALL** required documents IAW this announcement. Written explanation is required for any missing documents. All applicants are strongly encouraged to thoroughly review all application procedures prior to contacting ORANG/HR and especially prior to submitting your application. Applications will not be accepted after the close date listed on this announcement.

SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 Nov 2013**
 - NGB FORM 34-1: <https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
 - Application must be completely filled out
 - Type or Print in Legible Dark Ink, Sign, and Date the application OR Digitally Sign
- **Current Report of Individual Personnel (RIP)**
 - RIP must show ASVAB Scores
 - Skill level commensurate with grade
- **Fitness Report**
 - Current, Passing score at time of submission and through announcement close date
 - Form 469 is required for exemptions on most recent fitness assessment even if expired
- **Official AF Form 422 current within 12 months (Only if PVA is a Cross-Training Opportunity)**
- **Additional Document(s):**
 - Official AF Bio with Full Length photo
 - Copies of the last three (3) EPRs/EPBs
 - Letter(s) of recommendation from current leadership
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ORANG – AIR TECHNICIANS INTERESTED IN CONVERTING TO AGR STATUS MUST:

- Indicate in your e-mail your intent to convert to AGR if selected
- Selection for the advertised position does not constitute acceptance into the AGR Program

ORANG – AIR TECHNICIANS WISHING TO REMAIN IN AIR TECHNICIAN STATUS MUST:

- N/A

APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to:** 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil
- **E-Mail Subject Line should be the Announcement Number and Last Name ONLY** (Example: AF24-XXX - Doe)
- Encrypted email may be sent to this address
- All documents should be consolidated into a SINGLE PDF, in the order listed above
 - File Name will be: Announcement number and Last Name (Example: AF24-999 – Doe)
 - Documents not combined will be attached and labeled with the same naming convention (AF24-999 – Doe – 1)
 - Do not use the Portfolio feature
- Limit file size to less than 5MB

VIEW ALL CURRENT AIR AGR POSITION VACANCY ANNOUNCEMENTS AT:

<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>

DESCRIPTION OF DUTIES

SPECIALITY SUMMARY: Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGI and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and fulltime supervision of the PR will be with the Flight Chief (FC).

DUTIES AND RESPONSIBILITIES:

1. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals.
2. Assist the RO in the planning and organizing of recruiting activities.
3. Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning.
4. Makes oral and film presentations to high school and college classes to establish contact with prospects.
5. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities.
6. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
7. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
8. Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials.
9. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions.
10. Maintains informational records to enable follow-up contacts with prospective enlistees.
11. Coordinate formal presentations to public service organizations, and other organizations as requested.
12. Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).
13. Conduct Center of Influence (COI) events.

SPECIALITY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Possess a valid state driver's license.
4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
5. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
6. Must be able to speak clearly and communicate effectively.
7. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
8. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications.
9. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
10. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier
11. Completion of the applicable sales training programs within one year of assignment is mandatory
12. Other Duties as assigned