

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Mullins Army/5901 Beulah Road  
Sandston, VA 23150**

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**NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT**  
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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE  
GUARD/RESERVE (AGR)**

**ANNOUNCEMENT NUMBER:** 13-18 AF

**POSITION TITLE:** Production Recruiter

**UNIT:** 203<sup>rd</sup> Red Horse Squadron

**LOCATION:** Camp Pendleton, Virginia Beach, Virginia

**GRADE:** SrA/E-4 to TSgt/E-6

**AFSC:** 8R000

**TOUR LENGTH:** 1-3 years

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 26 July 2013

**CLOSING DATE:** 09 August 2013

**DESCRIPTION OF DUTIES:** Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Recruiter will report to the Recruiting & Retention NCO. Assist the VA ANG Recruiting & Retention NCO in the planning and organizing of recruiting activities. Analyzes industrial and population content of communities to determine the requirements of local news media. Develops and maintains recruiting relations with representatives of civilian organization, higher schools of local level, reserve and active duty units of the Armed Forces, and the general public. Establishes contact with interested prospects through the use of the news media and referrals. Improves techniques for disseminating recruiting information. Maintains full familiarity with events and facts concerning benefits for ANG personnel. Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment action to include physical examinations and Armed Service Vocational Aptitude Battery (ASVAB) test. Make personal contacts with prospective enlistees and follow-up on all contacts regardless of source. Maintain locally established recruiting production standards to meet state/unit strength requirements. Perform other duties as assigned.

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
2. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
3. Must be knowledgeable of the organization, mission, and operations of the ANG.
4. Must currently hold a **SECRET** Clearance
5. Must have a score of 24 in the aptitude area General. A physical profile of 111121.
6. Applicant must meet physical qualifications outlined in AFI 48-123, Attachment 2, Medical Examination and Standards.
7. Applicant must meet weight requirements at the time of entry into the AGR program. Any member on the ANG Weight Management Program is ineligible for entry into AGR Status.
8. Enlisted personnel must possess an AFSC compatible with the UMDA upon selection for AGR duty. If there are no applicants in the required AFSC, then applicants who meet the minimum aptitude score IAW AFI 36-2108 for entrance into the announced AFSC will be considered.
9. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
10. Applicant must not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

**ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested

members may apply by submitting the completed documents directly to:

192<sup>nd</sup> FSF/HR, 165 Sweeny Blvd, Ste 206, Joint Base Langley-Eustis, Virginia 23665 or by email:

Va\_ANGJobs@langley.af.mil

**Documents Required:**

1. NGB Form 34-1 CAN BE OBTAINED FROM THE NGB publications website:  
[http://www.ngbpc.ngb.Air.mil/forms/Adobe%20-%20Unfillable/ngb34\\_1.pdf](http://www.ngbpc.ngb.Air.mil/forms/Adobe%20-%20Unfillable/ngb34_1.pdf) .
2. Report of Individual Personnel (RIP)
3. Scores from current AF PT Test

**ANNOUNCEMENT NUMBER: 13-18 AF**

**PRODUCTION RECRUITER**

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact SFC Shawn Oliver at (804)236-7831/DSN 438-7831 or CPT Jennifer Glasscock (804)236-7826/DSN 438-7826

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date. A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> click on Virginia National Guard and then click Job Vacancies.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL:

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CARL F. BESS, JR., Col, VaANG  
Human Resource Officer