

Louisiana National Guard



JFHQ-LA NGLA-JPM-HA
5445 POINT CLAIR ROAD
GILLIS LONG CENTER
CARVILLE, LA 70721

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 005-18

OPEN DATE: 9 FEB 18

CLOSING DATE: 13 MAR 18

POSITION: RETENTION OFFICE MANAGER

UNIT/LOCATION:

**JFHQ - LA
New Orleans, LA**

AFSC: 8R200
MINIMUM RANK/GRADE: TSgt / E-6
MAXIMUM RANK/GRADE: MSgt / E-7

LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN NATIONWIDE AND TO CURRENT ENLISTED MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS.

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA CERTIFICATE OF COMPLETION ANY ADDITIONAL DOCUMENTATION NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTATION LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- ☐ **Cover letter**, typically provides detailed information on why you are qualified for the job.
- ☐ **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.
(announcement number and position title must be annotated on the form)
- ☐ **Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- ☐ **Official DA Photo** *(full length with full service dress)*
- ☐ **Copy of State Driver's License** *(photocopy of both sides)*
- ☐ **Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- ☐ **Enlisted Performance Report, EPR** *(current within 12 months)*
- ☐ **Letter of Recommendation**, required when EPR is not available from the military command.
- ☐ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 80 or higher for entry into the AGR program).
- ☐ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- ☐ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

Area of Consideration

- This position is **open NATIONWIDE** and to **current enlisted members in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- May be required to fly in military aircraft or commercial aircraft for TDY purposes.
- Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

Qualifications Requirements

- **Member must possess a 7-skill level in any AFSC.**
- **Required Aptitude for AFSC: Gen:24**
- **Minimum acceptable grade: E-4 promotable to E-5**
- Applicants must attend the ANG Recruiting School at Lackland AFB, San Antonio, TX.
- Completion of the ANG Recruiting & Retention Management course within one year of assignment is mandatory.
- 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.



- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, 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.

Specialty Qualifications

- Must possess strong knowledge of the organization, mission, policies, and history of the United States Air Force and the Air National Guard and the ANG Recruiting & Retention Program.
- Must comply with military duty eligibility requirements in accordance with ANGI 36-101.
- Must possess a high moral character and unquestionable integrity.
- Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain high levels of military bearing and high standards of conduct to include no history of disciplinary actions. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- Must be able to speak clearly and communicate effectively.
- Must be willing to work long, irregular hours and to become involved in civic and military activities. Must be willing to be subject to intense public scrutiny.
- Applicant must demonstrate a positive attitude and must be enthusiastic about performing supervisory duties.
- Must possess knowledge, skill, and proficiency in time management and sales techniques.
- Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
- Nominative CCs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.

Additional Information

- **If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.**

Evaluation Process

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

Duties and Responsibilities

Manage office administration and serve as POC for all wing retention activities. Supervise/train traditional guard members who are directly involved in retention programs. Administer Retention Programs to include Career Motivation Program (CMP), Unit Career Advisor (UCA), GI Bill education assistance programs and ANG Incentive Programs. Serve as the Primary or Alternate Resource Advisor for O&M and Advertising funds. Ensure AFRISS, ABR, DMDC and MILPDS systems are utilized to their full capabilities by all recruiting and retention personnel. Coordinate monthly with the Recruiting and Retention Superintendent (RRS), Recruiting Office Supervisor (ROS), Force Support Squadron (FSS) and Squadron Commanders to identify current and projected vacancies. Provide recruiting and retention statistics to the Wing Staff as appropriate. Inform RRS on recruiting and personnel force management issues and concerns, requiring NGB involvement. Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements. Generate reports to NGB/A1YR through the RRS IAW NGB guidance. Responsible for inputs and updates to GoANG Admin website, as required. Develop an annual Wing retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning. Develop and maintain unit programs to include, Retention events, briefings, internal recruiting, advertising, training, Newcomer's Orientation and Sponsorship programs. Perform additional duties as assigned. Develop unit programs to include retention events, briefings, internal recruiting, UCA training, Process Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomer's Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI 36-101. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.

Submission of Your Application

Application packets must be scanned to: cassie.ellis.mil@mail.mil in one pdf file or via AMRDEC SAFE (<https://safe.amrdec.army.mil/safe/>) until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.