

**NATIONWIDE
OHIO AIR NATIONAL GUARD
** ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT****

Application Opening Date:
15 NOVEMBER 2016

Application Closing Date:
16 DECEMBER 2016

Position Number:
16-496-A

Duty Position:
RECRUITING & RETENTION MANAGER

Grade Min/Max:
E-6/TSGT – E-7/MSGT

Duty AFSC:
8R200

Duty Location: 121 Air Refueling Wing (ARW)

Brief Summary of Duties and Responsibilities: Reference AFECD

Selecting Official: **Maj Erick Cyders**

Point of Contact: **MSgt Shane Gaines**

COMM: **614-492-4626**

Location: **121st ARW, 7370 Minuteman Way, Columbus, Ohio**

Who May Apply: **Open to current military members of the Ohio Air National Guard OR
Nationwide to current military members eligible to join the Ohio Air National Guard**

Qualifications: Described in AFOCD or AFECD

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. Be in the grade of E-6 (Technical Sergeant) through E-7 (Master Sergeant)
4. 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. Minimum fitness score of an 80 (overall composite score).
5. Must be able to speak clearly and communicate effectively.
6. 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.
7. 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.
8. Prior completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
9. 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.
10. Completion of the applicable sales training programs within one year of assignment is mandatory.
11. No history of emotional instability, personality disorder, or other unresolved mental health problems.
12. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
13. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
14. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15 for committing acts of malpractice or misconduct or 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.

**FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING
RETURNED WITHOUT ACTION.**

REQUIRED DOCUMENTS:

1. **NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.**
***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM 34-1:**
<http://www.ngbpcdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
 *ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action.
2. Report on Individual Personnel (RIP) printout from virtual MPF
3. Resume
4. Most recent copy of current passing fitness assessment. Airmen must meet the minimum requirements for each fitness component **in addition to scoring an overall composite of 80 or higher.**
5. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.

Forward application and attachments to:

The Adjutant General's Department
 ATTN: AGOH-HRO-AGR/Staffing
 2825 West Dublin Granville Road
 Columbus, OH 43235-2789

Applications may be emailed to
NG.OH.OHARNG.MBX.J1-HRO-APPS@MAIL.MIL

Inquiries Call: (614) 336-7051
*Applications received after
 16:30 of close date are returned without action.*

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms (.XFDL).

Equal Opportunity:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.