

**\*\*STATEWIDE\*\***  
**OHIO AIR NATIONAL GUARD**  
**\*\* ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT\*\***  
**\*\*Four Year Developmental Tour\*\***

Application Opening Date:  
**9 NOVEMBER 2016**

Application Closing Date:  
**28 NOVEMBER 2016**

Position Number:  
**16-539-A**

Duty Position:  
**ASSISTANT RECRUITING  
& RETENTION SUPERINTENDENT**

Grade Min/Max:  
**E-7/MSGT**

Duty AFSC:  
**8R200**

Duty Location: **Ohio Joint Force Headquarters / Office Location Varies**

Brief Summary of Duties and Responsibilities: Reference AFECD

Selecting Official: **Col Ann-Marie Coghlin**  
Point of Contact: **SMSgt Joshua Blakley**  
COMM: **(614) 336-7357**  
Location: **Ohio Joint Force Headquarters / Office Location Varies**  
**2825 W Dublin Granville Road**  
**Columbus, OH**

Who May Apply: **Fully qualified 8R200 who are members of the Ohio Air National Guard.**

Qualifications: Described in AFOCD or AFECD

**Speciality Qualifications:**

1. Minimum 18 months experience as an ANG RRM in SDI 8R200.
2. 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.
3. Must possess an overall knowledge of ANG R&R Programs, and have demonstrated the capability of maintaining ANG R&R strength standards and goals with accomplished sales management ability.
4. Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECD.
5. Must be willing to work long and irregular hours, become involved in military and civic activities, and manage R&R programs that can withstand intense public scrutiny.
6. Must be a Master Sergeant (E7) prior to assignment as an ARRS.
7. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.

**Duty Location:**

The selectee will be able to work from their current Wing/GSU location with frequent travel required to visit all recruiting and retention offices located within the state on a regular basis.

**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.ngbpc.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 75 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](mailto: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.