

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT AGR-AIR FY16-057

2 October 2016

POSITION: Production Recruiter, DAFSC 8R000, HQ HIANG (C52IFL4M),
Hawaii Air National Guard.
(To establish a List of Eligibles)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year
tour length.

LOCATION: State of Hawaii (Location to be determined upon selection)

CLOSING DATE: 5 November 2016

RECRUITMENT AREA: Present enlisted members SrA (E-4) to TSgt (E-6) of the US Air
Force/Air Force Reserve/Air National Guard. **(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES:

1. Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG.
2. Assist the RRM in the planning and organizing of recruiting activities.
3. Assist the RRM in developing an annual strategic plan to include goals and objectives, recruiting and retention activities, financial planning and advertising and marketing initiatives.
4. Assist the RRM in management and administration of unit/squadron level retention programs to include Career Motivation Program (CMP), Unit Career Advisors (UCAs), Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs.
5. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements.
6. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities.
7. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
8. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
9. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.
10. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.
11. Develop school programs to include presentations to members of educational institutions.
12. Coordinate formal presentations to community influencers and other organizations as

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Requested.

13. Provide recruiting assistance to 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).
14. Conduct Center of Influence (COI) events.

SPECIALITY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Ability to speak distinctly.
3. Comply with military duty eligibility requirements IAW ANGI 36-101.
4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). Must have completed Airman Leadership School if applicant is an E-4 (Senior Airman).
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.
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 clear and effective oral and written communication skills with a working knowledge in current computer software applications.
8. Upon selection, 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. Must attain/maintain training standards and task certifications according to specific duty position JQS.

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

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) IAW AFI 24-301, Vehicle Operations.
14. Must have scored 80 or above on last two fitness tests, or 90 or above on the most recent fitness test, no failure on any portion within the last 12 months or exemptions from any component.
15. If applicant is an AGR, member must provide last 3 EPRs.
16. Minimum "General" AQE score of 24.
17. Must be financially stable, to include no history of financial instability or excessive debt to income ratio.
18. 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.

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19. Must include a one (1) page letter stating “Why do I want to become an ANG Recruiter”.
20. Must be able to obtain a letter or recommendation/endorsement from Sq. SUPERINTENDENT, Sq. Commander. Nominative Commanders must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day to day supervision.

Details of the above stated “SUMMARY OF DUTIES” are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD), 31 October 2014 located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afocd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Retraining IS authorized to fill this duty position. All applicants must be qualified for entry into AFSC 8R000. This position is a Fenced Program Element Code (PEC).

Submit the attached recruiting application template with your application.



Recruiting application
template.docx

**TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE
AGR APPLICATION PROCEDURES**

<http://dod.hawaii.gov/hro/agr-resources/>