

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

JOB VACANCY ANNOUNCEMENT AGR-AIR FY17-014

28 April 2017

POSITION: ANG State Recruiting & Retention Superintendent (RRS), SDI 8R100 or 8R200, DAFSC 8R300, POSNR 0703355, HQ HIANG (C52IFL4M), Hawaii Air National Guard. (To establish a List of Eligible)

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

LOCATION: **3949 Diamond Head Road, Honolulu, HI 96816**

CLOSING DATE: 26 May 2017

RECRUITMENT AREA: Present enlisted members (E7 (promotable to E8) to E8 of the U.S. Armed Forces nationwide. (**See NOTES TO APPLICANTS**)

SUMMARY OF DUTIES: Oversees and manages marketing support provided to recruiters. Plans and conducts recruiter marketing training. Conducts training and evaluates enlisted accessions and second-tier recruiters. Assists the operations flight commander in the management of the advertising and community relations budget. Manages regional publicity program. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Supervises and trains enlisted accessions and second-tier recruiters on presentations of Air Force orientations to civic, social, educational and student organizations. Manages community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives. Manages Military Entrance Processing Station (MEPS) liaison production. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Oversees recruiting operational matters and interprets recruiting directives for assigned units. Supervises recruiting activities. Oversees the recruiting practices, production and training of subordinate recruiting squadrons and recruiting personnel. Develops and maintains market data and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation. This position is assigned to the State Headquarters. Military and full-time supervision is provided by the Military Personnel management Officer/DP, with program guidance, direction, and resources provided by NGB/A1YO.

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Performs other duties as assigned to include: Professional Officer recruiting, Liaison with Hawaii Youth Challenge Program, and partnership with Hawaii Air National Guard initiatives. The RRS may be assigned an accession target.

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. Must currently hold SDI 8R100 or 8R200 (see bullet 9 for clarification).

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

4. No history of emotional instability, personality disorder, or other unresolved mental health problems.
5. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
6. Must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
7. 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.
8. Must be a promotable (completed Senior NCO Academy) Master Sergeant (E7) or be a Senior Master Sergeant (E8) prior to assuming duties as a RRS.
9. Must have performed duties as a Recruiting Office Supervisor (ROS), a Retention Office Manager (ROM), Recruiting and Retention NCO (RRNCO), or any combination of the three, for a minimum of 24 months prior to assuming the RRS position.

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 or AFOCD), 30 April 2015 located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Retraining is not authorized to fill this duty position. All applicants must be qualified in AFSC 8R100 or 8R200. This position is a Fenced Program Element Code (PEC).

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

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