

<p align="center"><b>Virgin Islands National Guard Joint Force Headquarters VING AGR Vacancy Announcement VIRGIN ISLAND AIR NATIONAL GUARD NATIONWIDE</b></p> <p><b>Announcement Number: 009-10</b></p>		<b>Tour Length: 3 Years</b>	
		<b>Opening Date:</b> 8 Mar 2010	<b>Closing Date:</b> 30 APRIL 2010
<b>FUNCTIONAL CODE:</b>  169000	<b>GRADE Mil Rank:</b>  E6 – E7 TSgt - MSgt	<b>Unit Location:</b> JFHQ-VING, ST. CROIX, USVI <b>Selecting Official:</b>  Lt Col William L Sherrill	<b>Position: (Title, Series, Grade)</b>  <b>Position/AFSC</b> Air National Guard Recruiting Office Supervisor (ROS)  AFSC: 8R200

**This Position is Open to Air National Guard Personnel**

**ELIGIBILITY/NOTES**

**Military Membership Requirements:** This position is located in the JFHQ-VIANG, Virgin Island Air National Guard. This is a full-time three year AGR tour that can become a permanent tour after completing the initial tour. The individual must be a U.S. citizen. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable Air Force Instruction are conditions of employment.

This position is advertised to all current members of the Virgin Island National Guard, and any members who are eligible to become a member of the Virgins Islands Air National Guard. The position will be filled under the provisions of Sections 502(f), Title 32, United States Code.

The individual must be capable of managing, coordinating, and supervising the operation of the unit recruiting office to include financial responsibilities, supervision, training, and guidance of all assigned recruiters IAW ANGI 36-2602.

**Brief Description of Duties and Responsibilities**

**DUTIES AND RESPONSIBILITIES:** This position is located within the Joint Force Headquarters (JFHQ) structure. Military and full-time supervision comes from (who), or as directed by state, with guidance from the state Recruiting and Retention Superintendent (RSS). The ROS will: develop an annual unit recruiting plan utilizing the ANG tools provided such as the Recruiting, Planning, Analysis System (RPAS) to include goals and objectives, recruiting activities, advertising initiatives and financial planning. Exercise supervision and mentorship of all subordinates. Serve as the primary OJT trainer IAW ANGI 36-8. Maintain training records conduct training classes and refresher training for all assigned recruiters. The (ROS) will establish and meet recruiting production standards for enlisted state/unit strength requirements, on partial or full production based upon unit needs. Establish performance requirements for Production Recruiters, provide performance feedback, and annual performance appraisals. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective, or referral action as necessary. Be responsible for office administration to include tracking and approving recruiter activities and leave. Serve as the Resource Advisor for the Operations and Maintenance (O&M)/Advertising funds IAW ANGI 36-2602. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities IAW ANGI 36-2602. Ensure the Production Recruiters utilize the

Air Force Recruiting Information Support System (AFRISS) to its full capabilities IAW ANGI 36-2602. Serve as primary contact concerning all unit recruiting activities. Coordinate monthly with the Recruiting Office Manager (ROM) and the Unit Manpower Document Monitor to identify current and projected vacancies. Route all issues requiring NGB/AIR involvement through the RRS. Provide tools to the commander in the form of gains and loss analyses, reenlistment statistics, and survey findings, monthly and/or quarterly as appropriate. Analyses should include information on minority and female representation. Inform the RSS on recruiting and personnel force management issues and concerns. Generate required monthly and quarterly reports to NGB/AIR through the RRS. Ensuring recruiting efforts reflect NGB initiatives (i.e., minority and female representation, and critical skills manning); Locally established recruiting production standards, which meet state and unit strength requirements to include mirroring the local diversity demographics. Be responsible for updating the GoAng.com website in a timely manner to include, but not limited to current unit specific information, vacancy list, order supplies from the online warehouse, and submit updates for the online recruiting and retention directory. Develop local awareness publicity programs using media such as direct mail, press, radio, and television presentations. Manage and coordinate Center of Influence (COI) events IAW ANGI 36-2602. Serve as the recruiting point of contact on all officer selection programs in accordance with (IAW) ANGI 36-2005. All officer leads should be coordinated with the MSF designee. If a USAF/USAF Reserve prior service recruiter is hired, the ROS must ensure completion of the applicable sales training programs within one year of their assignment.

**SPECIALITY QUALIFICATIONS:** Must have performed duties in SDI 8R000, Production Recruiter or as a SDI 8A100 Retention Office Manager (ROM) for a period of 36 months. Waiver for minimum of experience of SDI must be approved by Executive Support Staff Officer, Director of Personnel, Recruiting and Retention Superintendent and ANG/DPR, as applicable.

1. Must have demonstrated the capability of maintaining NGB recruiting production standards.
2. Must possess and overall knowledge of the NGB Recruiting Program, to include being thoroughly qualified in the use of all recruiting tools/processes, and proficient in time management and sales techniques.
3. 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.
4. Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
5. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and within ANGI 10-248 standards. Must maintain outstanding appearance, military bearing and high standards of conduct, to include no history of disciplinary actions.
6. Comply with military duty eligibility requirements in IAW ANGI 36-101, Chapter 8.
7. 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.
8. Completion of the applicable sales training/coaching programs within one year of assignment is mandatory.
9. Completion of ANG Recruiting Office Supervisor Course class within one year of assignment is mandatory.
10. Attendance at an in-residence PME Course is highly desirable.

### **Conditions of Employment**

- Must be medically qualified under the provisions of AFI 48-123. A Physical must have been conducted within 3 years prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV Test cannot be more than six (6) months old prior to the tour start date. Personnel Age 40 or older are required having a Risk Index calculated, if it exceeds 10,000 a stress EKG is required. Retention Physicals (Every five years) and Flight Physicals are not valid physicals for accession into the AGR Program.
- Must meet height and weight standards of and cannot be on the Weight Management Program (this does not include the probationary period after the loss of weight). IAW DoDI 1308.3, Attachment 7 & ANGI 10-248.
- Must be eligible to acquire a minimum of 20 years of active duty prior to his/her mandatory separation date (MSD) for officers, age 60 for enlisted members.

- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must not be eligible for, or receiving, an immediate Federal (military or civilian) annuity.

**Instructions for Applying**

**Interested applicants must submit the following mandatory documents (applications received without these documents will not be considered).**

- NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- Submit a copy of your employment history using OF612 or resume; include names of supervisor, phone numbers, dates you have held each job, position, and detail duty description. List your military experience separately from your civilian job experience.
- Include a copy of most current Records Review RIP. This may be obtained from your Personnel Records at your unit, or go to VMPPF at <http://www.afpc.randolph.af.mil/vs>
- AF Form 522, Point Summary from your unit, or go to VMPPF at <http://www.afpc.randolph.af.mil/vs>
- Copies of Last 5 Performance Reports
- Copies of DD Form 214 and/or NGB Form 22 (if applicable).
- List any pertinent civilian and/or military training completed (include copies of all certificates)
- Copy of Physical Exam, not older than 1 years & HIV Test within 6 months.
- A current copy of the Air Force, or Air National Guard Fitness Test, or Army equivalent, not older than 6 months.
- AF Form 895 & AF Form 422

**COMPLETION OF APPLICATION**

Applicants must type or print in legible dark ink, SIGN AND DATE each application. Failure to sign and date these forms in ORIGINAL SIGNATURE will result in non-consideration. **Fax will not be accepted.** Please mail applications to: CMSGT Willette F. Lewis, or CPT Jamie T. Cook. Please call to make sure we received your email applications. Applications will only be accepted if they are physically received in the Human Resource Office by 1630 hours on the closing date of the vacancy announcement. No exceptions will be made. Any questions please call: LT COL SHERRILL at (340)712-7787, EMAIL: [william.sherrill1@us.army.mil](mailto:william.sherrill1@us.army.mil) or CMSGT WILLETTE LEWIS at (340)712-7716, [Willette.lewis@us.army.mil](mailto:Willette.lewis@us.army.mil) or CPT JAMIE COOK at (340)712-7753, [jamie.cook@vi.ngb.army.mil](mailto:jamie.cook@vi.ngb.army.mil) .

**MAILING ADDRESS:** VIRGIN ISLANDS NATIONAL GUARD  
 JFHQ-VING  
 ATTN: HRO  
 4031 LA GRANDE PRINCESSE, LOT 1B  
 CHRISTIANSTED, ST CROIX, USVI 00830-4353

**EQUAL EMPLOYMENT OPPORTUNITY**

**THE VING IS AN EQUAL OPPORTUNITY EMPLOYER; ALL APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT REGARD FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, PLACE OF BIRTH, POLITICAL PREFERENCE, MARITAL STATUS, OR AGE.**

**FOR THE ADJUTANT GENERAL:**

  
 KAI SCHJANG, LT COLONE  
 HRO, VIANG