

Virgin Islands Air National Guard AGR Military Vacancy Announcement #005-12

Application Must Be Forwarded To: JFHQ-VIANG Attn: SMSgt Pamela Depusoir JFHQ-AIR 4031 LaGRANDE PRINCESSES, LOT 1B Christiansted, VI 00820	Opening Date: February 22, 2012	Closing Date: March 22, 2012
	Position Title and Rank/Location: Production Recruiter (8R000) TSgt St. Croix, USVI	

This position will be filled under the provisions of Title 32, Section 502(f), United States Code. Selected applicant(s) will be ordered to active duty for three (3) years. This is **NOT** a career position. Enlistment in the Virgin Islands Air National Guard is a prerequisite for entry into the AGR program. Continued membership in the Virgin Islands ANG is a condition for retention in the AGR program.

AREA OF CONSIDERATION: All members of the Virgin Islands Air National Guard in the grade of SrA (with 5-level) through TSgt and those eligible for immediate enlistment. The hire date will be negotiated between the selectee, the selecting supervisor, and the JFHQ.

NATIONAL GUARD MEMBERSHIP STATUS: Full-time military duty in this position requires membership in the VI Air National Guard. Wearing of appropriate Air Force uniform is required while in this position.

MINIMUM REQUIREMENTS FOR CONSIDERATION: Knowledge of the VI ANG organization, mission and operation of the ANG is essential. Knowledge of the methods and techniques of recruiting internally and externally, including the use of newspaper, magazines, radio, television and public service announcements for advertising programs is desirable. Must comply with military duty eligibility requirements. Must possess a high moral character and unquestionable integrity. Must be able to **speak** clearly and communicate effectively both orally and in writing. Must possess and demonstrate a positive attitude and enthusiasm about performing VI ANG Recruiter duties. Must successfully complete the 8R000 ANG Recruiter Course at Lackland AFB, TX within 6 months, or attend the next available course to retain this position. Must possess and demonstrate the ability to perform as a team player. The ability to type and operate a personal computer is desirable. Experience using Microsoft Word, Excel, and PowerPoint programs is preferred. Willing to work long irregular hours and travel to various locations as required. Appearance must project a very favorable image of the ANG.

SUMMARY OF DUTIES: Conducts market analysis and develops information sources such as employment agencies, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment in the VI ANG. Make oral presentations to high school classes, college classes, civic organizations, as well as military units to establish prospects and maintain the positive image of the VI ANG. Prepares enlistment case files. Informs an applicant of military obligations, airman and officer career structure, educational and training opportunities, and other benefits and entitlements resulting from membership in the VI ANG. Prepares recruiting itinerary and activity reports. **Follows up on all contacts regardless of the**

source. Establishes requirements for annual operations and maintenance budget to conduct recruiting programs. Provides assistance in the development of annual recruiting programs. Plans and directs sales promotional projects using media such as direct mail, press, public affairs personnel and public service announcements. Coordinates, assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, minority events, job fairs and sporting events. Conducts an annual advertising program to include writing and placing newspaper advertising. Must maintain established recruiting production goals to achieve and maintain VI ANG personnel strength.

EXPERIENCE EVALUATION: Applicants who meet the minimum requirements for consideration will be further evaluated on the "Job Elements" stated below. These elements are considered necessary for successful performance in the Recruiter position. While a separate written response is unnecessary, applicants should assure that their application and attachment(s) contain sufficient information relative to the job elements.

Element I - Knowledge of the organization, mission and operation of the VI ANG, and the Air National Guard, in general. Knowledge of Air National Guard entitlements and benefits.

Element II - Experience and knowledge of the methods and techniques of sales, public relations, recruiting internally and externally, including the use of newspapers, radio, television and photographic media.

Element III - Experience and ability to speak clearly and effectively to persons of all management levels, both military and civilian audiences.

Element IV - Experience and knowledge of developing and implementing operational budgets. Knowledge of expending military funds.

Element V - Demonstrated ability of performing as a self-starter and capable of accomplishing multiple tasks, simultaneously and meeting deadlines. Must be highly self-motivated, well-organized, creative and work with minimal supervision.

Element VI - Experience and knowledge of conducting interviews, public speaking, office administrative skills, and ability to organize and prioritize work elements and perform as a team member.

Element VII - Ability to work a varied work schedule, often with long hours, and willingness to perform at various recruiting events and locations. Events include, but not limited to state and municipal ceremonies, exhibits, fairs, diversity job fairs, high school recruiting programs, parades and sporting events. Evenings and weekends are often required with little advance notice.

Element VIII - Ability and experience with operating a personal computer with a working knowledge of Microsoft Word, Excel, and PowerPoint programs.

SELECTION CRITERIA:

(a) Should be able to complete 20 years active Federal service prior to age 60. If member will not be able to complete 20 years prior to age 60, the member must complete statement of understanding.

(b) Must meet the physical qualifications outlined in AFI 48-123 and be worldwide qualified for ANG membership.

(c) Must possess or be able to obtain a SECRET security clearance.

(d) Must meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above on the Fitness Assessment as of the closing of this announcement.

(e) Military grade cannot exceed the maximum military grade authorized. A member who is over-grade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.

APPLICATION PROCEDURE:

a. Applicants may apply for this position by submitting:

- (1) Although not required, a resume cover letter is recommended.
- (2) Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties.
- (3) NGB Form 34-1, (dated 5 Nov 2010 or most current), Application for AGR Position available on the website: <http://www.ngbpdc.ngb.army.mil/forms.htm>
NOTE: Must be submitted with an original signature.
- (4) Current Records Individual Review RIP (if currently assigned to the USAF, USAFR or ANG - can be obtained from vMPF).
- (5) For ANG and USAFR members: include Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages.
- (6) Copy of all DD Form(s) 214, NGB Forms 22, and any other official documentation to verify any active duty service.
- (7) Fitness Result Assessment sheet with a passing score within 12 months of the announcement closing date.
- (8) Copy of current AF Form 422 or printout of AF Form 422a (dated or re-certified within 12 months of announcement closing date). This requirement is not applicable for current VI ANG AGR members.

b. Applications must be submitted and received at the below address by the closing date of the announcement. Otherwise, applications will not be accepted. All applications must arrive no later than 1530L on closing date.

****Applications will not be returned. A separate application must be submitted for each vacancy announcement. Fax and email copies will not be accepted as original signatures must be on file. No applications or addendums thereto will be accepted after the closeout date/time.**

EQUAL EMPLOYMENT OPPORTUNITY: The VI National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.

POINT OF CONTACT:

Pamela Depusoir, SMSgt
JFHQ-NGVI, Personnel Superintendent
4031 LaGrande Princesse, Lot 1B
Christiansted, St. Croix, USVI 00820
(comm: 340-712-7716) (DSN: 727-7716)

The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the HRO Office representative.