

IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 26-045AF

Closing Date: 04-Sep-26

POSITION DESCRIPTION:

POSN TITLE: Recruiting Flight Chief

AFSC: 3G0X1 **VICE:** Helgeson

Max: E-7 **Min:** E-6

SELECTING SUPERVISOR INFO:

SMSgt Jerry Anderson, 515-330-8089,
jerry.anderson.5@us.af.mil

UNIT OF ASSIGNMENT:

Recruiting & Retention JFHQ
185th ARW

FAC: 840000

POSITION #: 070577434

**Permanent Change of Station (PCS)
may be authorized if in the best
interest of the government.**

WHO MAY APPLY: Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

ASVAB LINE SCORES

PULHES:

222321

Additional Restrictions:

Demonstrated by Weight: 40 lbs

AREA OF CONSIDERATION:

AFSC: FULLY QUALIFIED 3G071/8R000

INITIAL

********Checklist must accompany all applications********

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- _____ 2. Copy of Records Review List (RIP).
- _____ 3. AF 422 (Physical Profile Serial Report).
- _____ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
- _____ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- _____ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- _____ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22s.
- _____ 8. Technician/Traditional Airman Only - Points Credit Summary.
- _____ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**** Submit entire packet as one document. PDF Portfolios will not be accepted. ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

Responsible for supervision, administration and management of all recruiting programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure. Military and fulltime supervision of the FC will be with the Recruiting & Retention Senior Enlisted Leader. Develop an annual unit recruiting plan, to include goals and objectives, recruiting activities, advertising initiatives and financial planning.

Supervise all wing production and advanced recruiters. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective or referral action as necessary.

Assist R&R Leadership in establishing local recruiting and retention production standards based on unit strength requirements. Ensure AFRISS, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel. Manage office administration and serve as POC for all wing recruiting activities. Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) Monitors to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly in coordination with ROM. Inform R&R Leadership on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the Recruiting & Retention Senior Enlisted Leader. Ensure recruiting goals are met as determined by leadership. Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements. Responsible for inputs and updates to the AFRISS-TF, as required; to include, but not limited to current unit specific information,

vacancy list. Manage and coordinate Center of Influence (COI) events IAW NGB guidance.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet requirements as stated in the "Areas of Consideration".
 2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
 3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
 4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
 5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
 6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
 7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
 8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
 9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
 10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
 11. Existing Iowa ANG Promotion policies apply.
 12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
 13. It is mandatory that the appropriate Military Uniform be worn.
 14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1530 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document. PDF Portfolios will not be accepted.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or sex.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4681, 515-252-4514, or 515-252-4751