POSITION DESCRIPTION

ORGANIZATION LOCATION:
Each ANG flying unit as authorized by NGB/A1R

POSITION TITLE: Air National Guard Production Recruiter (PR)
SDI: (8R000)

Prepared by: NGB/A1R
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1 February 2007

SPECIALITY SUMMARY: Organizes and conducts programs to recruit quality personnel to satisfy the strength requirements for the unit and state assigned. Coordinates and disseminates recruiting information and establishes effective relations with the local community.

DUTIES AND RESPONSIBILITIES: The PR will report to the Air National Guard Recruiting Office Supervisor (ROS) and perform Production Recruiter duties outlined in ANGI 36-2602. In addition, the recruiter will:

1. Assist the ROS in the planning and organizing of recruiting activities.

2. Assist the ROS in developing a unit recruiting operations plan utilizing ANG tools provided such as the Recruiting, Planning, Analysis System (RPAS) to include goals and objectives, recruiting activities, advertising and financial planning.

3. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements IAW ANGI 36-2105, and ANGI 36-2002 and ANG initiatives.

4. Analyze industrial and population content of communities to determine the demographic requirements for recruiting programs.

5. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities to include managing the High School Program IAW 36-2602.

6. Develop and maintain contacts with representatives of civilian organizations, high schools, local guard, reserve and active duty units of the Armed Forces.

7. Establish contacts with interested prospects through the use of news media, local advertising, and referrals.

8. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Mission Support Flight 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. Coordinate formal presentations to members of educational institutions, public service organizations, and other organizations as requested.

12. Conduct recruiting training for ANG personnel engaged in recruiting that are in direct contact with public and representatives of the news media (i.e., personnel on short tours for fairs, and special presentations.)

13. Conduct Center of Influence (COI) events in accordance with (IAW) ANGI 36-2602 and the Recruiting Office Supervisor coordination.

14. Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG.

15. Maintain recruiting production standards or may be subject to removal from position IAW ANGI 36-101.

SPECIALITY QUALIFICATIONS: Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.

1. Comply with military duty eligibility requirements IAW ANGI 36-101.

2. Have a high school diploma or General Education Diploma equivalent. Possess a valid state driver's license.

3. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).

4. Possess a high moral character and unquestionable integrity.

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. Must meet physical profile IAW AFI 48-123..

6. Must be able to speak clearly and communicate effectively.

7. Must not have any documented diagnosed history of alcoholism or drug abuse.

8. Must be willing to work long irregular hours and become involved in civic and military activities and be subject to intense public scrutiny.

9. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications.

10. Graduation of USAF/ANG/AFRES Recruiting School (L3ALR8R000-006, L3AZR8R000-008, L3AZR8R000-007) is mandatory.

11. Must attend the Advanced Recruiting Course within one year of appointment.

12. 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.

13. Completion of the applicable sales training programs within one year of assignment is mandatory.