

POSITION DESCRIPTION

ORGANIZATION LOCATION:

Each Air National Guard
Wing Recruiting and Retention Office
authorized by NGB/A1Y

POSITION TITLE:

Production Recruiter
(PR)
SDI 8R000

Prepared by: NGB/A1Y 26 Mar 2014

SPECIALITY SUMMARY: Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and full-time supervision of the PR will be with the Recruiting NCOIC (RNCOIC).

DUTIES AND RESPONSIBILITIES:

1. Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG.
2. Assist the RNCOIC in the planning and organizing of recruiting activities.
3. Assist the RNCOIC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning.
4. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements.
5. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities.
6. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
7. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
8. Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials.
9. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions.
10. Develop School Programs to include presentations to members of educational institutions.
11. Coordinate formal presentations to public service organizations, and other organizations as requested.
12. Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).

13. Conduct Center of Influence (COI) events.

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. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
4. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
5. Must be able to speak clearly and communicate effectively.
6. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
7. 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.
8. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
9. 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.
10. Completion of the applicable sales training programs within one year of assignment is

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

11. No history of emotional instability, personality disorder, or other unresolved mental health problems.
12. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
13. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
14. 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.