APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

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Develops community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

**ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM**

- Must be a member or eligible to become a member of the West Virginia Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member’s military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must have at least 2 years of recruiting experience

**APPLICATION REQUIREMENTS**

- **Air Service Members:**
  1. A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
  2. NGB Form 34-1 dated 11 November 2013 located on our HRO website at [http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf](http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf) under APPLICATIONS FOR EMPLOYMENT (Application Must Be Signed and dated.) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
  3. Copy 4 (Member Copy) of all previously issued DD 214s.
  5. Weight verification within the last 30 days by Medical Group personnel.
  6. Last complete physical and current AF Form 422, Physical Profile Serial Report.
  7. Report of Individual Fitness Status from AFFMS II. (Member must have a current, passing fitness score in order to certify for this position.) [https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp](https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp)
  8. Must submit last three Performance Reports (Officers and Enlisted AGR Members Only).
  9. Report on Individual Personnel (RIP) **Documents must show your ASVAB scores**
     - RIP can be obtained from the virtual MPF (vMPF)
     - Select ‘Record Review’, and then ‘Print/View All Pages’
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