



**AIR NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS, MONTGOMERY, ALABAMA  
187<sup>th</sup> FIGHTER WING, MONTGOMERY, ALABAMA  
117<sup>th</sup> AIR REFUELING WING, BIRMINGHAM, ALABAMA

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24-023**

**OPEN DATE: 13 AUGUST 2024**

**EXPIRATION DATE: 13 SEPTEMBER 2024**

This announcement is open to all current members of the Alabama Air National Guard and those eligible for membership in the Alabama Air National Guard.

**Number of Positions: 1**  
**Position Title: Production Recruiter**  
**Location: 117<sup>th</sup> ARW**  
**Func Code: 840000**  
**PEC#: 58150G**  
**UMDA Position #: 0072329734**  
**AFSC: 8R000**  
**ASVAB REQUIRE: 24G**  
**Grade: E4 – E6**  
**Selecting Official: MSgt Gavin Blakeley**  
**HRO Remote: MSgt Vernon Harris, 334-394-7464**  
For more information about this position, please call 205-616-6814.

Promotion to the highest grade may not be supported by the units manning authorizations.

Promotion to the grades O-4, O-5, O-6, E-8, E-9, are contingent on the availability of a control grade.

### APPLICATION REQUIREMENTS

1. Signed NGB Form 34-1, <https://www.ngbpd.cng.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
3. AF Form 422: Must be signed and verified within 6 months from your Medical Group
4. Air Force Fitness Management System II (AFFMSII) Fitness Report: Must be Current and passing
5. All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

---

Email completed application packages to:

JFHQ-AL MDM  
ATTN: MS. CALNECIA GREGG  
[ng.al.alarnng.list.j1-air-mdm@army.mil](mailto:ng.al.alarnng.list.j1-air-mdm@army.mil)  
P.O. Box 3711  
Montgomery, AL 36109-0711

\*All emailed packages must be in a single

## **PRODUCTION RECRUITER**

The information below was taken for the AFECD, 30 April 2024

### **DUTIES AND RESPONSIBILITIES:**

1. Conducts recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.
2. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.
3. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community.
4. Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

### **SPECIALITY QUALIFICATIONS:**

1. Must be knowledgeable of the organization, mission, policies, and history of the United States Air Force is mandatory.
2. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
3. Must be a Senior Airman (E4) through Technical Sergeant (E6).
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, professional military image, and conduct both on/off duty.
5. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
6. Completion of basic recruiting course is mandatory.
7. 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.
8. Must attain/maintain training standards and task certifications according to specific duty position Job Qualification Standards (JQS).
9. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.
10. Skill level commensurate with grade.

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

Must be a member or eligible to become a member of the Alabama 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 retain-ability 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 hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECD/AFOCD

### **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD). AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECD Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check