

AIR NATIONAL GUARD
Joint Force Headquarters
187th FIGHTER WING, MONTGOMERY, ALABAMA
117th AIR REFUELING WING, BIRMINGHAM, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-72

OPEN DATE: 21 August 2026

EXPIRATION DATE: 21 September 2026

OPEN TO: Nationwide
Number of Positions: 3
Position Title: Talent Acquisition (Production Recruiter)
Func Code: 84000
PEC#: 58150G
UMDA Position #: 0082806134, 0107280034, 0072329734
AFSC: 3G031
ASVAB REQUIRE: 24G
Grade: SrA-TSgt
Security Clearance: Secret
Unit/Duty Location: ALJFHQ
Selecting Official: Maj Daniel Thomas / 205-821-7568
HRO Remote: MSgt Vernon Harris / 334-394-7464

APPLICATION REQUIREMENTS

- Signed NGB Form 34-1, NGB Forms
- Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
- AF Form 422: Must be signed and verified within 6 months from your Medical Group. Memorandums in lieu of signed 422 will not be accepted.
- Air Force Fitness Report obtained from (MyFSS): Must be Current and passing. Scorecards not accepted.
- AGR Eligibility Checklist: All applications must be submitted with a complete AGR Eligibility Checklist. Found in ANGI 36-101
- The HRO Remote or Designee listed on this announcement must sign AGR checklist PRIOR to final submission.
- Final application must be submitted by member to MDM org box by announcement closing date.
- If applying for On-Board announcement, must include statement of understanding from leadership with application to move resource.

Email completed application packages to:

ATTN: Capt Fredrika Sanders
ng.al.alarng.list.j1-air-mdm@army.mil

***All emailed packages must be in SINGLE PDF. NO PORTFOLIO! ***

If you experience issues sending to org box, please use DoD Safe.

JOB INTRO/TITLE: TALENT ACQUISITION

(Changed 30 Apr 26)

1. **Specialty Summary.** Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities:

2.1 Executes recruiting and retention operations to meet Air National Guard end-strength objectives. Identifies, engages, and counsels prospective applicants; guides them through processing and accession; and actively works to retain qualified Airmen in service. Represents the Air National Guard within communities, builds partnerships, and ensures applicants and members receive accurate information and professional support throughout their career entry or continuation process. Identifies, contacts, and builds relationships with potential applicants through digital platforms, community events, referrals, and targeted outreach. Maintains regular follow-up to develop interest and move prospects toward accession. Related duties include Recruiting and Retention Senior Enlisted Leader (RRSEL), Recruiting Production Superintendent (RPS), Flight Chief (FC), Retention Office Manager (ROM), Recruiting and Retention Non-Commissioned Officer (RRNCO), Training and Evaluations Non-Commissioned Officer (TENCO), Marketing Non-Commissioned Officer, Recruiting School House Instructor, In-Service Recruiter (ISR), National Guard Bureau Statutory Tour positions, and Production Recruiter and Retainer (PRR).

2.2. Provides accurate information on Air National Guard opportunities, benefits, service obligations, and career fields. Conducts interviews, determines qualifications, and matches applicants to mission needs and available vacancies.

2.3. Guides applicants through the entire process from initial contact to accession, including eligibility screening, scheduling, coordination with MEPS, and final swearing-in. Ensures accuracy of required documentation and timeliness of administrative actions.

2.4. Represents the Air National Guard at school, job fairs, sporting events, and community activities to build awareness and generate interest in service. Maintains a professional, approachable presence that reflects organizational values.

2.5. Conducts retention interviews, council members on re-enlistment options, incentives, and benefits, and assists with career planning to retain qualified personnel in the Air National Guard.

2.6. Works closely with wing/unit leadership, operations, and support agencies to match applicants with unit vacancies and ensure smooth integration. Coordinates with marketing teams and other recruiters to maximize outreach and conversion.

2.7. Maintains accurate records in authorized systems of record, ensures regulatory compliance and follows established procedures and policies throughout the recruiting and retention process.

2.8. Meets or exceeds assigned recruiting and retention goals while maintaining the highest standards of professionalism and integrity in representing the Air National Guard.

3. Special Duty Qualifications:

3.1. Knowledge. Understanding of the Air Force and Air National Guard organizational structure, policies, and personnel management procedures. Understanding of recruiting and retention principles, including marketing, public relations, and counseling techniques.

3.2 Education. For entry into this specialty, completion of high school or general educational equivalency is mandatory.

3.3 Training:

3.3.1 3G031. Completion of the Basic Recruiting Course is mandatory. (All current Total Force Airmen with an awarded 8R SDI meet initial training requirements).

3.3.2. 3G051. Qualification in and possession of AFSC 3G031. Also, 6 months in AFSC 3G031 (all 8R SDIs with more than 6 months will be awarded 3G051).

3.3.3 3G071. Qualification in and possession of AFSC 3G051. Also experience in recruiting and retention operations with a minimum of 24 months (all 8R2 SDIs transferring will be awarded 3G071).

3.3.4 3G091. Qualification in and possession of AFSC 3G071. Also experience in recruiting and retention operations at supervisory level with a minimum of 36 months in related duties to include Flight Chief, Retention Office Manager, Recruiting and Retention NCO, Training and Evaluations NCO, Recruiting School House Instructor, In-Service Recruiter, or NGB Statutory Tour Position (all 8R3 SDIs transferring will be awarded 3G091).

3.3.5 3G000. Qualification in and possession of AFSC 3G091. (Does not apply to 8R SDIs E8 and E9s).

3.4 Experience. For entry prior qualification at the 5-skill level in any AFSC is mandatory.

3.5 Other. The following are mandatory as indicated:

3.5.1. E-4, with Airman Leadership school completed. Or E-5 through E-6.3.5.2 Skill level commensurate with grade.

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3.5.3. Outstanding in appearance, military bearing, professional military image and conduct both on and off duty.

3.5.4. Candidates must demonstrate the maturity and ability to operate in autonomous environment without day-to-day supervision.

3.5.5. Must not have referral EPB in the last 3 years.

3.5.6. Score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months.

3.5.7. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.

3.5.8. See attachment 4 for additional mandatory entry requirements.

3.6. For entry and retention:

3.6.1. No unresolved emotional instability, personality disorder, or other mental health problems.

3.6.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.6.3. No record of conviction by summary, special, or general courts-martial.

3.6.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in DAFI 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.

3.6.5. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with DAFI 24-301, Ground Transportation.

3.6.6. Must maintain local network access IAW DAFI 17-130, Cybersecurity Program Management and DAFMAN 17-1301, Computer Security.

3.6.7. Must attain/maintain training standards and task certifications according to specific duty position(s) Recruiting and Retention AFJQS.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED *******

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 ([see below](#)).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

The information below was taken from ANGI 36-101, 21 April 2022.

5.3 Grade. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6 for proper assignment to position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

5.4 Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

5.6 Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS)

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding

General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed, signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).