

# Georgia National Guard



**HUMAN RESOURCES OFFICE - AGR**  
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## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: HQ 003-2024 OPEN DATE: 28 November 2023 CLOSING DATE: 18 December 2023**

**POSITION: PRODUCTION RECRUITER**

**UNIT / LOCATION: 116TH AIR CONTROL WING  
ROBINS AFB, GA**

**AFSC:** 8R000 (Qualification in and possession of ANY AFSC)  
**MINIMUM MILITARY GRADE:** SRA  
**MAXIMUM MILITARY GRADE:** TSGT  
**ASVAB:** G-24  
**POSITION NUMBER:** 0070311234

### AREA OF CONSIDERATION:

**NATIONWIDE** ☒ **STATEWIDE** ☐ **UNIT ONLY** ☐

THIS ANNOUNCEMENT IS OPEN TO ALL MEMBERS ELIGIBLE TO JOIN THE GEORGIA AIR NATIONAL GUARD (GA ANG). MEMBERS OF THE GA ANG, USAF (CURRENT AND FORMER), ANG AND USAFR ARE WELCOME TO APPLY.

### SPECIAL NOTES:

**NOTE 1: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.**

**All applicants must scan & submit the following documents in ONE file in the order listed below via email:**

- ☐ **NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)(Dated – 11 Nov 13).**
  - o Announcement number and position title must be annotated on the form. This document must be signed.
- ☐ **Report of Individual Personnel (RIP)(Must Be Dated Within the Last 30 Days)**
  - o RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
  - o Select Record Review and Print/View All Pages.
- ☐ **Report of Individual Fitness (Must Be Current)**
  - o Print from the myFitness application (myFSS). Test next due date must be current.
  - o Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- ☐ **Last 3 Evaluation Performance Reports or Letter of Evaluation**
  - o This document must be complete and signed.
  - o **Applicants unable to provide 3 evaluations must submit a signed AF77 Letter of Evaluation with a detailed justification of the missing evaluations. Must be signed by supervisor. Current A1C and below N/A.**
- ☐ **Enlisted Brief or Active Duty Enlisted CDB**
  - o Current Active Duty members only. This document can be obtained from the AF Portal.
- ☐ **DD 214 (Certificate of Release or Discharge from Active Duty)**
  - o Former USAF members only.

**OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES.**

## BRIEF DESCRIPTION OF DUTIES

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 relationships with the local community. Military and full-time supervision of the Production Recruiter (PR) will be the Recruiting Flight Chief (FC).

Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals.

Assist the RO in the planning and organizing of recruiting activities.

Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning.

Makes oral and film presentations to high school and college classes to establish contact with prospects.

Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities.

Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.

Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).

Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials.

Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions.

Maintains informational records to enable follow-up contacts with prospective enlistees.

Coordinate formal presentations to public service organizations, and other organizations as requested.

Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom maybe in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).

Conduct Center of Influence (COI) events.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

### AIR NATIONAL GUARD MEMBERSHIP, COMPATIBILITY AND QUALIFICATION REQUIREMENTS

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. Possess a valid state driver's license.
4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). **NOTE: E-4's with Airman Leadership School (ALS) completed or E-5 through E-6.**
5. 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.
6. Must be able to speak clearly and communicate effectively.
7. 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.
8. 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.
9. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
10. 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.
11. Completion of the applicable sales training programs within one year of assignment is mandatory.

## ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF SDI:

- A. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECDD.
- B. Score 80 or above of the last two fitness test and have no current fitness exemptions, for entry.
- C. Skill level commensurate with grade, for entry.
- D. Overall rating of “exceeded some, but not all expectations” OR “exceeded most, if not all expectations”, for entry.
- E. For retention, completion of the recruiter course is mandatory.
- F. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.
- G. No history of emotional instability, personality disorder, or other unresolved mental health problems.
- H. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- I. No record of conviction by summary, special or general courts-martial.
- J. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
- K. 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.
- L. Must maintain local network access IAW AF 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
- M. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

## AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for a control initial active duty tour of one (1) to three (3) years. Subsequent tours will be from one (1) to five (5) years dependent on resources and manning availability. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to **AFSC: 8R000, Robins AFB, GA**. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only) the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

## QUALIFICATION REQUIREMENTS

- This opportunity is available to current members of the Active, Reserve, and Guard components of the United States Air Force. All applications will be accepted; however, first consideration will be given to Category I.
- Applicants are assessed into Category I or II:
  - Category I – All applicants currently possessing the required AFSC/Skill Level and Rank requirements stated above or TSgt and below rank announcements with no specified skill level (must meet rank/AFECDD requirements).
  - Category II – All other applicants who do not possess the required AFSC and skill level, but meet the rank requirements and the basic AFSC entry requirements IAW ANGI 36-101, the Air Force Officer Classification Directory (AFOCD) or the Air Force Enlisted Classification Directory (AFECD) Attachment 4. Category II applicants are forwarded to the selecting official on request when a selection is not made from the Category I Register.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

## OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)

- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- **AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.**

<p><b>IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION</b></p>
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| <ul style="list-style-type: none"> <li>• Applications must be typed or printed in legible dark ink. <u>Sign</u> and <u>date</u> the application.</li> <li>• Be sure to correctly annotate the announcement number and position title on your application.</li> <li>• Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1. Missing or expired documentation) will not be processed for board consideration.</li> <li>• Applicants must furnish the required documentation as specified in the announcement. If required information is not provided, consideration will not be given in the qualification process.</li> <li>• Scan documents as one file in <u>the order listed on page one</u> (.pdf file format only).</li> <li>• Limit file size to less than 3MB (1MB or less is ideal).</li> <li>• <b>Place <u>only</u> the following information in the subject line of your email: Announcement Number / Full Name (Example: ACW 001-2015 / Jane S. Doe).</b></li> <li>• Hard-copy and faxed applications <u>will not</u> be accepted.</li> <li>• A confirmation email will be sent from our office upon receiving your application. Please allow up to 5 business days for the HR Staff to contact you once your application has been uploaded.</li> </ul> |
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<p><b>Email applications to:</b> <a href="mailto:tyisha.mcnutt@us.af.mil">tyisha.mcnutt@us.af.mil</a>, <a href="mailto:nicholas.coney@us.af.mil">nicholas.coney@us.af.mil</a>, <a href="mailto:kenya.jackson.4@us.af.mil">kenya.jackson.4@us.af.mil</a></p>
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<p><b>Applications must be received by <u>midnight</u> on the closing date.</b></p>
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