

Georgia National Guard



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

POSITION ANNOUNCEMENT NUMBER: HQ 007-2025 OPEN DATE: 04 AUG 25 CLOSING DATE: 24 AUG 25

POSITION: **RECRUITING ADMINISTRATION**

NTE 30 SEP 2026

UNIT / LOCATION: **GA ANG RECRUITING COMMAND
MARIETTA, GA**

AFSC: 3F571 (Qualification in and possession of AFSC 3F551)
MINIMUM MILITARY GRADE: SSgt
MAXIMUM MILITARY GRADE: TSgt
ASVAB: A: 55
POSITION NUMBER: 116094934

AREA OF CONSIDERATION:

NATIONWIDE ☐ STATEWIDE ☒ UNIT ONLY ☐

THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE GEORGIA AIR NATIONAL GUARD

SPECIAL NOTES:

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

NOTE II: POSITION IS TEMPORARILY FUNDED THROUGH FY26, WITH POSSIBILITY TO CONVERT TO PERMANENT WITHOUT COMPETITION.

All applicants must scan & submit the following documents in ONE PDF 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.
 - o Be sure to correctly annotate the announcement number and position title on the NGB 34-1 application.
- ☐ **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 Officer/Enlisted Performance Briefs or Letter of Evaluation (Include Performance Brief/LOE from current SCOD)**
 - o These documents must be completed and signed.
 - o **Applicants unable to provide 3 evaluations must submit a signed DAF Form 77 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 (Must Be Dated Within the Last 30 Days)**
 - 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 members only.

OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES.
PLEASE DO NOT INCLUDE ACTUAL VACANCY ANNOUNCEMENT TO APPLICATION SUBMITTED

BRIEF DESCRIPTION OF DUTIES

This position is located in the Georgia Air National Guard JFHQ Recruiting Command. The position requires the incumbent to work closely with DoD, Air Force, Air Force Reserve, NGB leadership, ANG State Headquarters leadership, MEPCOM, ANG Unit leadership and field recruiting and retention staff. Position requires an experienced Non-commissioned Officer with extensive Force Support Squadron knowledge. Incumbent must possess strong public speaking skills along with outstanding written and verbal communication. Must have excellent organizational and time management skills. Must be thoroughly knowledgeable in personnel policies, practices, and procedures, and be proficient in time management and sales techniques. Must be proficient in the Air Force Recruiting Information Support System (AFRISS). Must have functional knowledge of Microsoft office programs.

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

- A. Conducts all accessions administration functions within the Recruiting and Retention scope of responsibilities.
- B. Provides updates to SEL and Recruiting Commander/OIC on all trends and issues regarding the applicant administrative accession process.
- C. Communicates closely with Wing FSS to ensure all accession actions are completed for enlisted and officer applicants.
- D. Manages and updates the Vacancy Management Tool, and Talent Market Place to fill vacant positions.
- E. Assists with new member in-processing to include filing NOBE, Kicker, IEW's. In addition to supporting the Retention Office Manager with the CMP program and UCA programs.
- F. Manages State to State transfers, in coordination with the Retention Office Manager for incentives and Recruiting Medical Accession NCO. In addition to the gaining Force Support Squadron.
- G. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
- H. All other duties as assigned and reports directly to the Recruiting Senior Enlisted Leader.

AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active-duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. 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, the incumbent will be assigned to **AFSC: 3F571 at GA ANG Headquarters, Marietta, 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 Rank, AFSC/Skill Level, and within the Area of Consideration requirements stated above.**
 - **Category II – All other applicants who do not possess the required AFSC/Skill Level and within the Area of Consideration 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 ALL eligibility criteria in ANGI 36-101.
- Member must meet all entry level requirements outlined in the AFO/ECD.
- Member must comply with the standards outlined in DAFI 36-2903, Dress and Personal Appearance
- Member must comply with standards outlined in DAFMAN 36-2905, Physical Fitness Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required.
- 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.)
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Member must have sufficient retainability to obtain 20 years of Active Federal Service for retirement purposes. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete a Statement of Understanding.
- 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.
- Security Clearance - if a Top-Secret security clearance is not held by the member selected for assignment that requires access to top secret information, the member must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.
- **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.**
- IAW ANGI 36-101, AGR Program para 5.7, 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.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION READ ALL BULLETS CAREFULLY FOR PROPER SUBMITTAL

- **Scan full application in one PDF file in the order listed on page one (.pdf file format only). Separate files/zip file/PDF portfolios/PDF attachment section will not be accepted.**
- **Incomplete application packages (i.e. not within full announcement requirements, failure to explain “yes” answers in Section IV on the NGB 34-1, missing or expired documents, package not submitted in one PDF in order as listed on page one) will not be processed for board consideration.**
- **Applications not sent to all recipients below by the closeout date will not be accepted for full consideration.**
- Submit full application with the following file name: Vacancy Announcement Number Full Name
 - (Example only: ACW 001-2015 Jane S. Doe).
- Place **only** the following information in the subject line of your email: Vacancy Announcement Number / Full Name
 - (Example only: ACW 001-2015 / Jane S. Doe).
- Hard-copied and faxed applications will not be accepted.
- Applications must be typed or printed in legible dark ink. Sign and date the NGB 34-1 application.
- Applicants who submit their signed fitness score card **MUST** also submit their full myFitness history as per above.
- Applicants must furnish the required documentation as specified in the announcement. If vMPF/MILPDS RIP or current Branch equivalent document doesn't provide the correct data to qualify for the announcement (ie. SEI, AFSC or Education/PME requirement), please submit a completed AF2096, degree awarded transcript or PME certificate in the application annotating qualification. If the required information is not provided, consideration will not be given in the qualification process. Optional documents not specified above can be included for consideration. Additional documents will not be received by our office **AFTER** the closing date of the announcement.
- Memorandum for Record (MFR) will only be accepted for applicants annotating being separated from the military for Nationwide announcements and providing justification of being unable to provide all required documents.
- Applicants unable to provide 3 evaluations due to any reason (ie. due to date joining the military, rank prevents having 3, missing eval due to admin reasons etc.) must provide the specific reasoning on the DAF Form 77 Letter of Evaluation as annotated above. Part I must be completed, the justification must be placed in Part IV “comments” section and member's supervisor must sign in Part V. A MFR or not submitting evaluations will not suffice for meeting the evaluations requirement. (Example: If member doesn't have any evaluations or has only 1 or 2 required evaluations to submit, the DAF Form 77 must be completed/signed with the justification of why the member can't submit any or only 1 or 2).
- **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 submitted.**

PLEASE FOLLOW COMPLETE INSTRUCTIONS ANNOTATED ON THE FULL JOB ANNOUNCEMENT

Email applications to: lakeisha.mitchell@us.af.mil and nyesa.staley@us.af.mil
Applications must be received by midnight on the closing date.