ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 27-022

THIS VACANCY IS A 2 YEAR CONTROLLED TOUR

POSITION TITLE:	AFSC	OPEN DATE:	CLOSE DATE:
Production Recruiter	3G071	09 Nov 2026	09 Dec 2026

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
Alaska Air Guard Recruiting, Anchorage, Alaska	**Min:** E4 **Max:** E6

SELECTING SUPERVISOR:	Position Number
MSgt Eric Abes Guzman	1163590

AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)

Alaska Air National Guard members (Any AFSC)

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: G24
- PULHES: 222321
- Strength requirement: Demonstrated ability to lift 40 lbs

3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
3.5.2.3. No record of conviction by summary, special, or general courts-martial.
3.5.2.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate

PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Resume
2. Cover Letter
3. Last three (3) EPBs
4. At least (2) Letter(s) of Recommendation

ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.
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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 24 months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

SPECIAL ANNOUNCEMENT CRITERIA

- **This AGR position is a non-permanent tour with the possibility of permanent. If the permanent resource becomes available, selectee may convert to permanent AGR status without further competition.**
- **Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.**
- **Selection into higher graded positions IS NOT a promise of promotion.**
- **Upon selection additional medical verification will be required prior to start of AGR tour.**
- **Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.**
- **Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.**
- **Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board.**

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

APPLICATION PACKAGE:
1. SIGNED NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (https://dmva.alaska.gov/careers/akang)
2. CURRENT full Records Review RIP from My Apps Dashboard: https://af.okta.mil/app/UserHome
3. CURRENT PASSING Report of Individual Fitness from MyFSS/ MyFitness (must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERED QUALIFICATIONS" section above.

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (Adobe Portfolio is not recommended. Signatures may be stripped once they are saved. Consider printing signed documents to PDF prior to combining files).
PDF File Name should be: Position Announcement Number, Last name, First name, Grade
- Example: ANG 26-XXX Doe, Jane E1
- Email Subject should be: Announcement Number
- Example: ANG 26-XXX
- Email Application Package to: **ng.ak.akarng.mbx.hro-agr@ARMY.mil**

DoD SAFE SUBMISSIONS:
Applications will be accepted through DoD SAFE if standard email procedures do not work: DoD SAFE **https://safe.apps.mil/**
- If a passphrase is created, email it separately to ng.ak.akarng.mbx.hro-agr@ARMY.mil
- All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS:
Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

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INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified of the selection approval by the HRO-AGR Manager.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, sex, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have sex restictions.

CEM Code 3G000
AFSC 3G091, Superintendent
AFSC 3G071, Craftsman
AFSC 3G051, Journeyman
AFSC 3G031, Apprentice
AFSC 3G011, Helper

TALENT ACQUISITION
(Established 30 Apr 25)

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. Conducts and manages recruiting programs. 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 and commissioning. 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 applicants. 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.
2.2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter training to include specialty marketing equipment and hands-on television and radio station spots. Conducts training and evaluates recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.
2.3. Develops and oversees publicity programs. Plans, directs, and evaluates sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes, copy, and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.
2.4. Develops and oversees 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.
2.5. 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. Runs reports, conducts data analytics, and reports key production indicators to leadership.

3. **Special Duty Qualifications:**
3.1. Knowledge. Understanding of the organization, mission, and accession policies of the United States Air Force is mandatory.
3.2. Education. For entry into this specialty, completion of high school or general educational equivalency is mandatory.
3.3. Training.
3.3.1. 3G011. Completion of the Basic Recruiting Course is mandatory. (All current Total Force Airmen with an awarded 8R SDI meet initial training requirements)
3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
3.4.1. 3G031. Successful completion of 8R000 recruiting tour. (Completion of Total Force Basic Recruiting Course, Lackland AFB)
3.4.2. 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)
3.4.3. 3G071. Qualification in and possession of AFSC 3G051. Also, completion of Flight Chief Course (Does not apply to the Air National Guard)
3.4.4. 3G091. Qualification in and possession of AFSC 3G071. Also, successful completion of Flight Chief tour. (Does not apply to the Air National Guard)
3.4.5. 3G000. Qualification in and possession of AFSC 3G091. (Does not apply to 8R SDIs E8 and E9s)

3.5. Other. The following are mandatory as indicated:
3.5.1. For entry into this specialty:
3.5.1.1. Must be qualified in a valid Air Force Specialty Code (AFSC) and possess the appropriate skill level commensurate with grade/rank. (Does not apply to 8R SDIs that have been downgraded due to DAFMAN36-2100 Table 2.15)
3.5.1.2. Must have a passing and current Fitness Assessment.
3.5.1.3. Must be in the grade of E-5 (Staff Sergeant) through E-7 (Master Sergeant). (Does not apply to Air National Guard)
3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
3.5.1.5. Demonstrate the maturity and ability to operate in autonomous environments, without direct day to day supervision.

3.5.1.6. See attachment 4 for additional mandatory entry requirements.
3.5.2. For entry, award, and retention of this specialty:
3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
3.5.2.3. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.
3.5.2.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct 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.
3.5.2.5. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, *Computer Security.*