

## NATIONWIDE

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (667) 296-3498

### POSITION VACANCY ANNOUNCEMENT 22-056a

Open Date: 19 August 2022

Close Date: 20 September 2022

#### FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: PRODUCTION RECRUITER

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: TSgt/E6

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: TSgt/E6

ORGANIZATION/LOCATION: 175TH WING, MDANG, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: **OPEN TO CURRENT ENLISTED SrA/E4 (w/ Airmen Leadership School Completed) - TSgt/E6 MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.**

#### QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

#### BRIEF OF DUTIES AND RESPONSIBILITIES

Special duty assignment summary. Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the Air National Guard, United States Air Force and Air Force Reserve. Responsible for interviewing, screening, testing and evaluating applicants outside of normal business hours (as required) 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. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails/ emails literature to persons of military age to stimulate interest in the Air National Guard, United States Air Force and Air Force Reserve. 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 National Guard in the community. 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.

## AFSC

**AFSC: 8R000- Enlisted Accessions Recruiter** applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) dated 30 Apr 2022.

### Knowledge/ Qualification for Entry Requirements:

1. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
2. Education: Completion of high school or general educational equivalency is mandatory.
3. Training: For retention, completion of the recruiter course is mandatory.
4. Experience: For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
5. SrA/ E-4 applicants must have completed Airman Leadership School.
6. Must maintain outstanding appearance, military bearing, professional military image, and conduct both **on/off duty**.
7. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" on last two EPR's (if applicable).
8. Score 80 or above of the last two fitness tests and have no current fitness exemptions.
9. **NO** record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.
10. **NO** history of emotional instability, personality disorder, or other unresolved mental health problems.
11. **NO** record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
12. **NO** record of conviction by summary, special, or general courts-martial.
13. **NO** record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for 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.

### SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain SECRET clearance.
7. Selected Applicant **MUST** attend the first available ANG Recruiter Course at Lackland AFB
8. Any AFSC can apply

### APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

#### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED APPLICATIONS WILL NOT BE RETURNED!

#### SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted but are not mandatory.
- All DD214s and/or NGB 22
- Completed Questionnaire (**below**)

#### For Positions Advertised to "Current On-Board AGR Applicants Only"

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

#### Questionnaire:

##### Y/N

- Are you currently a Maryland Air National Guard Member? \_\_\_\_\_
- Are you currently AGR? If so, what State? \_\_\_\_\_
- Are you currently a Technician? If so, what State? \_\_\_\_\_
- Are you currently deployed? If so, what location? \_\_\_\_\_
- Are you currently on ADOS? If so, with who? & what is the ending date? \_\_\_\_\_
- Are you currently in a "fenced" position? \_\_\_\_\_

**DUE TO COVID-19, WALKS INS ARE PROHIBITED**

**FORWARD APPLICATIONS AS ONE PDF DOCUMENT ENTITLED 22-056a PRODUCTION RECRUITER TO:**  
**175.WG.HRO.AGR.PROGRAM.Org@us.af.mil**

##### MAIL

**DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS. FORWARDING ADDRESS IS ON THE NEXT PAGE.**  
**Forward application and attachments to: Human Resources Office**

**ATTN: NGMD-HRO-AGR  
Fifth Regiment Armory  
29<sup>th</sup> Division Street  
Baltimore, MD 21201-2288**

***Applications must be received in the HRO not later than close of business on the closing date!  
Applications received after the closing date will not be considered.***

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1  
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION**