

NORTH DAKOTA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
POSITION VACANCY ANNOUNCEMENT

Human Resource Office
North Dakota Army National Guard
P.O. Box 5511
Bismarck, ND 58506-5511

119th Wing/HR Office
North Dakota Air National Guard
1400 32nd Ave North
Fargo, ND 58102-1051

Announcement Number: ANG 26-60 **Type: Permanent** ☐ **Temporary** ☒

If selected for this position, members will remain within their unit, the resource is a temporary resource.

Position Title: Recruiting and Retention Administration	Location: Minot ND AFRC
Rank: N/A	Open Date: 16 June 2026
Position Number: NA	Close Date: 16 July 2026

Selecting Official: SMSgt Gregory Petereson, Recruiting and Retention SEL

Area of Consideration:

Current enlisted members of the NDANG

~Applicants do not need to be currently assigned to this career field to be considered for this position. Compatibility requirements must be met or a specific plan will be developed upon selection.

****REFER TO DAFECD/DAFOCD FOR SPECIFIC MANDATORY AFSC REQUIREMENTS****

****APPLICANTS WITH A 92/9T PAFSC WILL NOT BE ACCEPTED****

How to Apply:

Some announcements may require additional documents (e.g., resume, cover letter, certificates, EPBs). Always review each announcement carefully.

Required Documents:

- Report of Individual Person (RIP) from vMPF
- NGB Form 34-1

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- Fitness Report

How to Submit an AGR Application

1. Click here for detailed application instructions: ([How to Apply](#))
2. Go to the AGR SharePoint page and click 'View Open Positions'.
3. Review the job announcement carefully for all requirements.
4. Click 'Submit Application' and upload your combined PDF. ([Submit Application](#))
5. Verify your email is correct—this is how you will be contacted

SPECIALTY SUMMARY:

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force.

DUTIES AND RESPONSIBILITIES:

- 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.
- 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

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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.

- 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.
- 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.
- 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.

SPECIALTY QUALIFICATIONS:

Refer to DAFECD/DAFOCD for specialty qualifications, entry requirements, required training and further duties and responsibilities.

CONDITIONS OF EMPLOYMENT: The initial AGR tour is contingent upon selectee meeting all required standards to include fitness, medical review, security clearance, etc. AGR Members entering full time military duty must be medically qualified IAW DAFMAN 48-123 and the medical standards directory. Individuals must have current physical and dental examination within 12 months prior to entry date, HIV test within the last 6 months. AGR accessions are medically approved by the ND State Air Surgeon (SAS); those on WWD Waiver consideration must be approved by NGB/SGPA office.

Bonus/Incentive recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment. To be accessed in the AGR program, an individual must

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not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. This vacancy announcement will be for an initial active-duty tour of 6 years OR less. Subsequent tours will be six (6) years or less. Extensions beyond the initial tour will be based on information in ANGI 36-101 and current force management procedures. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position.

Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

EQUAL OPPORTUNITY: The ND National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.

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