



# 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**

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

**Announcement Number:** ANG 22-10

**Application accepted from:** 13 December 2021

**thru close of business on:** 13 January 2022

**Position Title & Grade:** Enlisted Accessions Recruiter (TEMPORARY), TSgt

**Position No:** 1046859

**Location of Position:** 119 FSS, Fargo

**Security Clearance:** Secret

**Earliest Fill Date:** 01 February 2022

**Interviewing Supervisor:** MSgt Gregory Peterson, Recruiting Flight Chief

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<b>Appointment Factors:</b>	AGR	ENLISTED	<b>TEMPORARY THROUGH 30 SEP 2024</b>	NON- SUPERVISORY
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**Area of Consideration:**

Current Enlisted Members of the NDANG

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**Compatibility:** 8R000

**INDIVIDUAL DOES NOT NEED TO CURRENTLY BE ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION.**

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**BRIEF DESCRIPTION OF DUTIES:**

Organizes and executes programs to enlist quality personnel to satisfy strength requirements of the wing and state. Coordinates and disseminates recruiting information and establishes effective relations with the local community.

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#### **DUTIES AND RESPONSIBILITIES:**

Conducts recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from 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. 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 case files on personnel who are enlisting in the Air National Guard. 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 Air National Guard orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air National Guard.

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 supervisor. Assists in policy development and ensures timely implementation.

#### **SPECIALIZED EXPERIENCE:**

Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School. For retention, completion of the recruiter course is mandatory. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory. The following are mandatory for entry: E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7. Skill level commensurate with grade. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations". A score of 80 or above of the last two fitness test and have no current fitness exemptions. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years. Must be approved by the Air Force Reserve Command (AFRC) Recruiting Service Commander after review of a mandatory background check by AFRC Judge Advocate for uniform code of military justice actions. No history of emotional instability, personality disorder, or other unresolved mental health problems. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. No record of conviction by summary, special, or general courts-martial. 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. Possess a valid state driver's license

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to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. For AFR, Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8R000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management. 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.

**\*MUST ATTEND THE AIR NATIONAL GUARD RECRUITER COURSE ASAP\***

**AGR MEMBERS ENTERING ON FULL TIME MILITARY DUTY (ORDERS WHICH ARE 3 OR MORE YEARS) MUST BE MEDICALLY QUALIFIED IAW AFI 48-123 & THE NGB/SGP CONSOLIDATED MEMORANDUM. INDIVIDUALS MUST HAVE A CURRENT PHYSICAL AND DENTAL EXAMINATION WITHIN TWELVE (12) MONTHS PRIOR TO ENTRY DATE, HIV TEST WITHIN THE LAST SIX (6) MONTHS, AND CARDIAC RISK INDEX ASSESSMENT FOR PERSONNEL AGE 40 OR OLDER. AGR ACCESSIONS ARE MEDICALLY APPROVED BY THE NORTH DAKOTA STATE AIR SURGEON; THOSE MEMBERS ON WWD WAIVER CONSIDERATION MUST BE APPROVED BY THE NGB/SGPA OFFICE.**

#### **HOW TO APPLY:**

**FAILURE TO PROVIDE REQUIRED DOCUMENTS/ STATEMENTS WILL RESULT IN DISQUALIFICATION. (Required documents are listed below a., b., and c.)**

1. NGB Form 34-1, Application For Active Guard/Reserve (AGR) Position: completed & **signed**
2. Report of Individual Person (RIP) from vMPF
3. Fitness Report within the *past 12 months*, this can be retrieved from the MyFitness site
4. Additional/Optional Documentation, you **may** attach any additional/**optional** documentation you feel is necessary or that will enhance your possibilities for selection (examples DD Form 214, certificates, diplomas, letters of recommendation, etc).

Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN midnight on the closing date. HR commercial telephone: BISMARCK (701) 333-3298 or FARGO (701) 451-2267. Applications must be submitted via email to USAF ND 119 WG Mailbox HRO at address: [119.WG.HRO.ORG@US.AF.MIL](mailto:119.WG.HRO.ORG@US.AF.MIL)

#### **CONDITIONS OF EMPLOYMENT:**

- a. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour
- b. Initial AGR tour is contingent upon selectee meeting all medical standards as outlined in AFI 48-123 and medical standards directory. An HIV blood draw needs to be within last 6 months of initial AGR tour start date
- c. 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
- d. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f)
- e. The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods
- f. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position

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

## **EQUAL OPPORTUNITY:**

The North Dakota 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.

Visit us on the Web: [www.ndguard.ngb.army.mil/joblisting](http://www.ndguard.ngb.army.mil/joblisting)

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