



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 25-34

☒ Permanent ☐ Temporary

This position will be an Occasional Tour until departed AGR is restored or restoration period expires 30 April 2028.

Open Date: 14 April 2025

Close Date: 15 May 2025

Earliest Fill Date: TBD

Position Number(s): 70493034

Location: Minot AFB, ND

Position Title, Grade: Recruiting and Retention NCO, MSgt

Selecting Official: SMSgt Gregory Peterson, Recruiting and Retention Senior Enlisted Leader

Area of Consideration: Current enlisted members of the NDANG or those to become eligible members of the NDANG.

Compatibility: 8R200

****RETRAINING OPPORTUNITY** G: 24**

APPLICANT **DOES 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:

If your application does not contain, at a minimum, the required documents from the correct sites, your application will not be accepted.

Applications must be combined into a single PDF document and must be named in the following format, announcement number and LASTNAME, (ANG XX-XXX LASTNAME), failure to do so will result in applications not being forwarded to Selecting Officials. Instructions on how to obtain these documents can be found in the AGR Vacancy Folder on SharePoint. Required documents are listed below (a, b, & c).

- NGB Form 34-1, Application For Active Guard/Reserve (AGR) Position: completed & signed
- Report of Individual Person (RIP) from vMPF
- MyFitness Individual Fitness Tracker from myFITNESS showing current, within 12 months
- Additional Documentation that you feel is necessary to enhance your possibility for selection (examples: certificates, diplomas, letters of recommendation, etc.)

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Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN 23:59 on the closing date: 119.WG.HRO.ORG@US.AF.MIL (email is the only acceptable form of receiving the application). Ensure your application is submitted with pdf or word attachments so HR can open and review. Applications **WILL NOT** be reviewed/screened until the vacancy has closed. Applicant must meet all Areas of Consideration(s) at the time of submission, or they will be disqualified.

If you have questions, concerns, or issues, you may contact the **Air AGR Manager at 701-451-2662**.

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.

DUTIES AND RESPONSIBILITIES:

- 2.1. For RegAF, related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, Squadron Operation NCO, Special Warfare Recruiter, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor. For AFR, related duties include In-Service Recruiters (to include In-Service/Line Recruiters), Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7. For ANG, related duties include Advanced Recruiting.
- 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 marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions 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 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 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.

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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 AFI48-123 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 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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