



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 25-42

Permanent Temporary

Open Date: 25 June 2025

Close Date: 20 July 2025

Earliest Fill Date: TBD

Position Number(s): 1072766

Location: Bismarck, ND

Position Title, Grade: Production Recruiter, TSgt

Selecting Official: MSgt Matthew Fraase, Recruiting Flight Chief

Area of Consideration: Current enlisted members of the NDANG

- ✓ Must be minimum rank of SrA
- ✓ Must hold 5 level in any AFSC

Compatibility: XXXXX

***RETRAINING OPPORTUNITY** NA*

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).

- a. NGB Form 34-1, Application For Active Guard/Reserve (AGR) Position: completed & signed
- b. Report of Individual Person (RIP) from vMPF
- c. MyFitness Individual Fitness Tracker from myFITNESS showing current, within 12 months
- d. 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. Conducts recruiting program. 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, 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 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. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio, and television presentations. Presents Air Force 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 Force.
- 2.3. 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 Force in the community.
- 2.4. 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.

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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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