



# North Dakota Air National Guard

## Active Guard Reserve (AGR)

### Position Vacancy Announcement

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

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

**Announcement Number: ANG 25-45**

☐Permanent ☒Temporary

**This position will be an Occasional Tour due to temporary funding through 30 September 2026.**

**Open Date:** 01 July 2025

**Close Date:** 21 July 2025

**Earliest Fill Date:** 01 September 2025

**Position Number(s):** 0116116634

**Location:** 119<sup>th</sup> Wing, Fargo, ND

**Position Title, Grade:** Recruiting and Retention Commander, Maj

**Selecting Official:** Col Teresa McDonough, Director of Staff (Air)

**Area of Consideration:** Current commissioned members of the NDANG

**Compatibility:** 83R0

APPLICANT **DOES NOT NEED TO BE CURRENTLY** ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION. NO FORMAL AFSC TRAINING REQUIRED, HOWEVER, POTENTIAL TRAINING MAY BE REQUIRED FOR JFHQ. COMPATIBILITY REQUIREMENTS FOR AGR ACCESSION MUST BE MET AT THE TIME APPLICATION IS SUBMITTED.

**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.)

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](mailto: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

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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**.

**\*Promotion to a Controlled Grade (E8/E9/O4/O5/O6) is dependent on Controlled Grade Availability\***

#### **SPECIALTY SUMMARY:**

Perform internal and external Liaisons in Domestic Operations (DOMOPS) and J5/9 of ND JFHQ, impacting decision-making or ability to influence key audiences within the organization leveraged permanently as well as on an as needed basis. Plans, directs, and monitors recruiting programs, personnel, training, and equipment to achieve an efficient and economical recruitment program that will meet the requirements of the United States Air Force. Provides planning and assistance for a continuous publicity and community relations program. Related DoD Occupational Group: 270300

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

1. Monitors, analyzes, trains, and provides planning assistance to officer accession teams. Establishes training programs; provides training at flight training meetings. Acts as Military Entrance Processing Station (MEPS) quality control monitor. Tracks and analyzes recruiting operations; identifies adverse trends and causes and recommends corrective action. Tracks management of recruiting for selected Air Force Specialties, competitions and goal allocations, success of high school and Armed Services Vocational Aptitude Battery programs, and so forth. Acts as focal point for US MEP Command and Joint Service activities. Coordinates mobile examination test site and student testing programs. Serves as member of the inter-service recruitment committee or mid-level recruitment committee to coordinate, staff, implement, and resolve issues affecting Joint service recruiting activities.
2. Acts as officer training school (OTS) procurement officer. Plans and conducts officer recruiting according to program goals and within constraints of OTS entry capability. Interviews and evaluates OTS applicants. Coordinates requests for waivers from existing directives on a case-by-case basis for potential officer candidates. Recommends policies and procedures to expedite applicant processing; ensures compliance with enlistment criteria and application procedures. Compiles officer accession data and operations reports. Prepares bulletins with administrative and production data and training program materials for use by the sales organization. Monitors college visitation programs; presents Air Force orientations and coordinates tours for faculties and student bodies. Controls distribution of printed advertising materials for officer recruiting and evaluates their effectiveness. Maintains liaison with educators, business and industry officials, state and local officials, and other centers of influence to enhance the image of the Air Force officer corps. Continuously evaluates market data on objectives to identify resources necessary for mission accomplishment.
3. Plans and supervises development of advertising and promotion programs to support the mission. Develops, prepares, coordinates, and executes advertising and promotion. Allocates and

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controls advertising budgets. Initiates purchase of authorized advertising items. Prepares management fund summaries and advises commander on advertising campaigns to accomplish goals. Controls distribution of printed advertising, and radio and television materials to the recruiting force. Monitors their use and rate of consumption to evaluate effectiveness. Participates in meetings and conferences and presents Air Force orientations to civic and educational organizations. Participates in community relations functions, such as special events, state and municipal fairs and ceremonies, parades, tours, and recruiting contests. Emphasizes effective public relations through training programs and staff assistance visits.

4. Manages recruiting resources. Coordinates actions for recruiting offices and itinerary stops. Maintains fiscal year programs. Monitors Government Services Administration vehicle fleet; keeps mileage and cost figures. Orders, inventories, and accounts for furniture and equipment. Maintains balanced budget; coordinates spending authority with supporting finance offices and squadrons. Monitors and authorizes use of communication devices within the group. Recommends approval or disapproval of government leased requests, and reviews housing surveys for new units or rental increases. Directs administrative support for personnel programs such as newcomers' program, and monitors internal personnel actions, weight control program, ancillary training, on-the-job training, and leave programs. Coordinates with the Director of Staff, Air (DOSA), HQ USAF Recruiting Service, and Air Education and Training Command on personnel assignments and programs. Manages group publications library, word processing support, distribution system, and duplication requirements, including printing and reproduction activities. Coordinates group transportation requirements. Monitors transportation request audits. Controls bulk purchases of transportation tickets and meal and lodging expenditures for applicants traveling to the MEPS. Schedules semiannual staff assistance visits. Coordinates and monitors host-tenant support agreements.

5. Manages Headquarters USAF Recruiting Service activities. Provides analytical support, market studies, and goal allocation systems. Provides specialized management, sales, and motivational training through workshops and a traveling training team. Coordinates with the Air Force Personnel Center, Air Education and Training Command Technical Training, Air Force Military Training Center, Officer Training School, and Air Staff agencies on procurement actions, policies, and programs which impact enlisted and officer recruiting requirements. Develops programs and policies to support assignment and manpower actions. Plans and manages advertising, publicity, and promotional and special events programs supporting military personnel procurement and retention objectives.

6. Potential Liaison responsibilities include serving as a conduit to Wing to collect and provide feedback to JFHQ while ensuring the all receive accurate updates. Assist with implementation management and communication outreach and activities within their spheres of influence (including counterparts at other JFHQs who may share specialized mission sets or structural considerations). Provide guidance and expertise during the design and execution phases to an exercise and/or event. Provide updates, feedback, and support, and elevate issues and needs if applicable. (located in Fargo/Bismarck/other as applicable)

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7. Integrate with J5/9 and actively participate in Engagement Working Group (EWG). Primary point of contact for Air Guard matters and coordination between JFHQ and Wing at the Operational and Tactical level.

8. Frequent Travel Expectation (integration with J5/9 and DOMOPS in Bismarck, ND) additional travel as needed.

**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. 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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