



CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25-031

OPEN DATE: 24 April 2025

EXPIRATION DATE: 24 May 2025

Open To: NATIONWIDE

Number of Positions: 1
Title: Production Recruiter /1088928
Unit/Duty Location: JFHQ-CT/East Granby, CT 06026
Min/Max Grade Authorized: *E4-E6
Duty AFSC: 3G0X1
Security Clearance: *SECRET

This is a 2 year Occasional Tour. Continuation beyond the 2 year OTOT will be based on member meeting required recruiter production standards.
*Grade/Security requirement must be met prior to application.
*Member must hold a 5 skill level in any AFSC.

HRO Remote: Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil

Job Summary:

This is a 2 year occasional tour. Continuation beyond the 2 year OTOT will be based on member meeting required recruiter production standards.

Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and full-time supervision of the PR will be with the Recruiting NCOIC (RNCOIC); Initiate and follow-up on all personal contacts with prospective applicants to discuss overall opportunities of the ANG; Assist the RNCOIC in the planning and organizing of recruiting activities and in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning; maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements; Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities; Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components; Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel); Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions; Develop School Programs to include presentations to members of educational institutions; Coordinate formal presentations to public service organizations, and other organizations as requested; Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom may be in direct contact with the public and news media representatives; Conduct Center of Influence (COI) events. This is a 2 year occasional tour (OTOT). Continuation beyond the 2 years OTOT will be based on member meeting required production standards.

The Major Duties Include But Are Not Limited To:

Must be knowledgeable of the organization, mission, and operations of the ANG. Comply with military duty eligibility requirements IAW ANGI 36-101. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must be able to speak clearly and communicate effectively. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory. Prior qualification at the 5-skill level in any AFSC is mandatory for entry into this Special Duty Identifier.

MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. For advertisements where the AFSC is not required prior to application, applicants must meet minimum ASVAB requirements for the advertised position.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

Length of Tour: Initial AGR tour orders are probationary. The probationary period will not exceed six years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS

1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in "Current Home Address Line".
2. Current Report of Individual Personnel (RIP): with minimum Secret Clearance. If secret clearance is expired (may not be older than 10 years from closing date) you must obtain security memo from the Wing security manager.
3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old from closing of advertisement).
4. AF Form 422 Notification of AF Member's Qualification Status (not more than 12 months old).
5. Statement of all active service performed. Any of the following documents may be used: NGB Form 22, 23A or 23b, DD Form 214's, or DD Form 1506 (Statement of Service).
6. Copy of State Civilian Driver's License.
7. Certificates of Training applicable to advertised position (Optional).
8. Overgrade Letter of Understanding (If applicable).
9. Professional resume including duty history.

APPLICATION PACKAGE:

Please ensure the package is in one single PDF and in the order of requirements above. Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. **All MVA questions should be directed to POCs below.**

APPLICATIONS MUST BE SENT VIA EMAIL TO ALL THE INDIVIDUALS BELOW.

PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.

Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil

Mr. Jose Lara; 860-613-7618; jose.p.lara5.civ@army.mil

HRO: 860-613-7608; ng.ct.ctang.mbx.agr-tour-branch@army.mil