



CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # MVA 25-043

OPEN DATE: 08 August 2025

EXPIRATION DATE: 08 September 2025

Open To: Nationwide

Number of Positions: 1
Title: Recruiting and Retention NCO
Unit/Duty Location: JFHQ-CT
Min/Max Grade Authorized: E6/Tsgt through E7/MSgt
Duty AFSC: *8R200/3G071
Security Clearance: *Secret

* The position requires a 8R200/3G071 AFSC skill level of experience with recruiting and supervisory experience to fully perform the duties.

*Grade/Security requirement must be met prior to application.

- This is a TEMPORARY Active Guard Reserve (AGR) role ending on September 30, 2026.

- Non-Connecticut Air National Guard (ANG) applicants will need to complete the ANG transfer process and may return to their previous AFSC if available, or cross-train into a new AFSC with Connecticut ANG when the temporary position concludes.

- Continuation of this role is subject to funding availability for fiscal year 2027 and beyond.



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

Job Summary:

The primary purpose of this position is to conduct all production recruiter training and qualification. Ensures all training and qualification are documented for the recruiting force. Incumbent Reports directly to Recruiting & Retention Superintendent. Conducts all production recruiter training and qualification. Ensures all training and qualification are documented for the recruiting force. Correspondences directly with A1Y Training, Standardization and Evaluation Branch. Provides Recruiting leadership all the status of recruiting qualification to include certification timeline, training plans and remedial training. Coordinates all Total Force Recruiting school seats with A1Y. Provides Recruiting team with all AFRS SOPG and A1Y Recruiting Operating Instruction updates.

The Major Duties Include But Are Not Limited To:

1. Serve as primary trainer for sustainment and remedial training for assigned team members as
 - a. Conduct New PR orientations and training as required.
 - b. Maintain State Master Training Plan.
2. Monitors usage of Management Internal Control Tool set (MICT) checklist.
 - a. Ensures compliance with annual completion requirements IAW AFI 90-201.
 - b. Maintain checklist questions to ensure accuracy and correct instruction references are included.
3. Manages, reviews, and updates task information for the ANG Recruiting and Retention Job Qualification Standards (JQS).
 - a. Advises R&R Leaders on important updates to Air Force Training Record (AFTR).
 - b. Conducts training via phone, web, and face to face for JQS and AFTR, as necessary.
4. Assists with scheduling, plans, coordination, logistics and curriculum for the Annual Recruiting and Retention Certification Training, Leadership and Development courses, and R&R Working Groups.
 - a. Conduct quarterly and annual State training.
5. Works with Support Functions, FC, and ROM to ensure hands on scenario based evaluations align with R&R procedures and the R&R experience levels.
 - a. Ensures curriculum and lesson plans are written and updated to meet the needs of the Recruiting & Retention community.
 - b. Conducts RR Flt/Sq instruction.
6. Manages the IMPACT Sales system and training and follow-on training to State R&R teams in coordination with current licensed contractor.
 - a. Assists with development of R&R assessment tools to help identify the strengths of R&R leaders and recruiters with guidance on how to screen, select and coach them to success.
7. Works with R&R Leaders to administer production evaluations (PE) as needed.
 - a. Provide a get well plan for PR's whose PE is seen as unsatisfactory.
 - b. Conduct annual PE's for all PR's to set a baseline for each FY.
8. Coordinate with NGB/A1YT on training activities directly related to the ANG recruiting efforts.
 - a. Forecast training seats as required.
 - b. Notify RR Flt/Sq on training seats.
9. Must complete 8R/3G Training and Evaluation course, and Train the Trainer course upon selection.
10. Reports directly to the Recruiting & Retention Superintendent.
11. All other duties as assigned.
12. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

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: This is a temporary Active Guard Reserve (AGR) role ending on September 30, 2026. Non-Connecticut Air National Guard (ANG) applicants will need to complete the ANG transfer process and may return to their previous AFSC if available, or cross-train into a new AFSC with Connecticut ANG when the temporary position concludes. Continuation of this role is subject to funding availability for fiscal year 2027 and beyond.

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), or PCARS (AFR).
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.
10. Letter of Endorsement (LOE) from commander acknowledging member is applying for this position.

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

HRO: ng.ct.ctang.mbx.agr-tour-branch@army.mil