



**CONNECTICUT AIR NATIONAL GUARD  
HUMAN RESOURCE OFFICE**

375 Smith Street  
Middletown, CT 06457



**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-004**

**OPEN DATE: 09 February 2026**

**EXPIRATION DATE: 23 February 2026**

**Open To: Nationwide**

**Number of Positions:** 1  
**Title:** Talent Acquisition Craftsman/Recruiting Flight Chief / 719-852  
**Unit/Duty Location:** JFHQ-CT  
**Min/Max Grade Authorized:** E6/Tsgt through E7/MSgt  
**Duty AFSC:** \*3G071 / 8R200-8R300A  
**Security Clearance:** SECRET\*

\* This position requires a 3G071 / 8R200-8R300A AFSC skill level of experience with either 3 years as a Production Recruiter or 2 years as a Production Recruiter and 1 year experience as an Advanced Recruiter.  
\* E-6 to E-7 Eligible with NCOA enrollment or a School Date  
\* Grade/Security requirement must be met prior to application  
- This is a PERMANENT Active Guard Reserve (AGR) opportunity.  
- Non-Connecticut Air National Guard (ANG) applicants will need to complete the ANG transfer process within 4 months of acceptance and may return to their previous AFSC if available, or cross-train into a new AFSC with Connecticut ANG contingent upon performance & retain-ability.

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

**Job Summary:**

Responsible for supervision of production recruiters, administration and management of all recruiting programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure. Military and full-time supervision of the FC will be with the Recruiting & Retention Superintendent, Senior Enlisted Leader.

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### **The Major Duties Include But Are Not Limited To:**

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1. Develop an annual team recruiting & training plan, to include goals, objectives, recruiting activities, and event planning.
2. Serve as the primary recruiting OJT trainer. Maintain training records, conduct training classes and refresher training for all assigned recruiters.
3. Supervise all wing production. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective, or referral action as necessary.
4. Assist RRSEL in establishing local recruiting and retention production standards based on unit strength requirements.
5. Ensure AFRISS and relevant systems are utilized to their full capabilities by all recruiting & retention personnel.
6. Manage office administration and serve as POC for all wing recruiting activities.
7. Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) Monitor to identify current and projected vacancies.
8. Inform RRSEL on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRSEL.
9. Ensure recruiting and retention goals are met as determined by the RRSEL for recruiting team.
10. Manage and coordinate Center of Influence (COI) events IAW NGB guidance and all other events for recruitment.
11. Manage all responsibilities associated with the Government Purchase Card (GPC).

### **SPECIALITY QUALIFICATIONS**

1. Must have demonstrated the capability of maintaining recruiting production standards.
2. Must possess an overall knowledge of the ANG Recruiting Program.
3. Must possess knowledge, skill and proficiency in time management and sales techniques.
4. Must have displayed potential supervisory attributes, successful supervisory experience is desirable, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
5. 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.
6. Comply with military duty eligibility requirements in IAW ANGI 36-101.
7. Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
8. Completion of ANG Recruiting Flight Chief Course is mandatory upon NGB/TSE course availability.

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## MINIMUM QUALIFICATION REQUIREMENTS

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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.

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**Length of Tour:** This is a Permanent 3 year Active Guard Reserve (AGR) position. Continuation beyond 3 years will be based on member meeting required recruiting supervision and team production standards. Non-Connecticut Air National Guard (ANG) applicants will need to complete the ANG transfer process within 4 months of acceptance and may return to their previous AFSC if available, or cross-train into a new AFSC with Connecticut ANG if not retained for additional AGR orders in the position.

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## APPLICATION REQUIREMENTS

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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.**

**HRO: 860-613-7618; ng.ct.ctang.mbx.agr-tour-branch@army.mil**