



# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)

### Announcement Number: NJANG 66-AF-26



<b>POSITION TITLE:</b> PRODUCTION RECRUITER	<b>AFSC</b> 3G0X1	<b>OPEN DATE:</b> 09 Jun 2026	<b>CLOSE DATE:</b> 08 Jul 2026
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> Joint Forces Headquarters, Joint Base McGuire-Dix-Lakehurst, NJ		<b>GRADE REQUIREMENT:</b> <b>Min:</b> SrA <b>Max:</b> TSgt	
<b>SELECTING SUPERVISOR:</b> SMSgt Jade Smedley	<b>Position Number</b> 0072326334	<b>***Duty Location: 108 Wing*** 3 Years/OTOT</b>	

#### AREAS OF CONSIDERATION

Nationwide military members eligible for membership in the NJANG (Open to Any AFSC or Equivalent)

#### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

#### INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*

- Duty location is at the 108<sup>th</sup> Wing
- Security Clearance - Must be able to obtain: Secret
- PULHES:2, 2, 2, 3, 2, 1
- Strength requirement: Demonstrated ability to lift 40 lbs
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- Must possess a valid state driver's license to operate government motor vehicles (GMV)in accordance with AFI 24, Ground Trans.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
- \*\*\*This is an Occasional Tour (OT)/One Time Occasional Tour (OTOT), Not To Exceed (NTE) 3 years.\*\*

#### ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2502, 26 September 2024, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

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.

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, See ANGI36-101 Attachment 3.

IAW ANGI36-101, 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 to 24 months when in the best interest of the unit, State, or Air National Guard.

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant.

## TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0300.

### 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 with the National Guard. Contact your RETENTION OFFICE MANAGER.

## SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [ E8 / E9 / O4 / O5 ] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- The publication of AGR orders by HRO will be the official appointment into the New Jersey Air AGR program.  
No commitment will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMA website (<https://www.nj.gov/dma/admin/vacancy/>)

\*\*Incomplete packages will not be considered for the position vacancy

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<https://www.nj.gov/dma/admin/vacancy/>)
2. Signed CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (<https://www.nj.gov/dma/admin/vacancy/>)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name\_Vacancy Announcement Number

Example: TSgt Mouse, Mickey\_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey\_VA 01-AF-23

Email Application Package to: [ng.nj.njarmg.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarmg.list.nj-job-submission-agr-air@army.mil)

\*\* Applications will be accepted through GEARS (GEARS <https://gears.army.mil/>), if standard email procedures do not work\*\*

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0300 or [ng.nj.njarmg.list.nj-job-submission-agr-air@army.mil](mailto:ng.nj.njarmg.list.nj-job-submission-agr-air@army.mil)

Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non-selection.

### THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

CEM Code 3G000  
 AFSC 3G091, Superintendent  
 AFSC 3G071, Craftsman  
 AFSC 3G051, Journeyman  
 AFSC 3G031, Apprentice  
 AFSC 3G011, Helper

## ★TALENT ACQUISITION

(Established 30 Apr 26)

1. **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.

### 2. ★Duties and Responsibilities:

- 2.1 ★Executes recruiting and retention operations to meet Air National Guard end-strength objectives. Identifies, engages, and counsels prospective applicants; guides them through processing and accession; and actively works to retain qualified Airmen in service. Represents the Air National Guard within communities, builds partnerships, and ensures applicants and members receive accurate information and professional support throughout their career entry or continuation process. Identifies, contacts, and builds relationships with potential applicants through digital platforms, community events, referrals, and targeted outreach. Maintains regular follow-up to develop interest and move prospects toward accession. Related duties include Recruiting and Retention Senior Enlisted Leader (RRSEL), Recruiting Production Superintendent (RPS), Flight Chief (FC), Retention Office Manager (ROM), Recruiting and Retention Non-Commissioned Officer (RRNCO), Training and Evaluations Non-Commissioned Officer (TENCO), Marketing Non-Commissioned Officer, Recruiting School House Instructor, In-Service Recruiter (ISR), National Guard Bureau Statutory Tour positions, and Production Recruiter and Retainer (PRR).
- 2.2 ★Provides accurate information on Air National Guard opportunities, benefits, service obligations, and career fields. Conducts interviews, determines qualifications, and matches applicants to mission needs and available vacancies.
- 2.3 ★Guides applicants through the entire process from initial contact to accession, including eligibility screening, scheduling, coordination with MEPS, and final swearing-in. Ensures accuracy of required documentation and timeliness of administrative actions.
- 2.4 ★Represents the Air National Guard at school, job fairs, sporting events, and community activities to build awareness and generate interest in service. Maintains a professional, approachable presence that reflects organizational values.
- 2.5 ★Conducts retention interviews, council members on re-enlistment options, incentives, and benefits, and assists with career planning to retain qualified personnel in the Air National Guard.
- 2.6 ★Works closely with wing/unit leadership, operations, and support agencies to match applicants with unit vacancies and ensure smooth integration. Coordinates with marketing teams and other recruiters to maximize outreach and conversion.
- 2.7 ★Maintains accurate records in authorized systems of record, ensures regulatory compliance and follows established procedures and policies throughout the recurring and retention process.
- 2.8 ★Meets or exceeds assigned recruiting and retention goals while maintaining the highest standards of professionalism and integrity in representing the Air National Guard.

### 3. ★Special Duty Qualifications:

- 3.1. ★Knowledge. Understanding of the Air Force and Air National Guard organizational structure, policies, and personnel management procedures. Understanding of recruiting and retention principles, including marketing, public relations, and counseling techniques.
- 3.2. ★Education. For entry into this specialty, completion of high school or general educational equivalency is mandatory.
- 3.3. ★Training.
- 3.3.1. ★3G031. Completion of the Basic Recruiting Course is mandatory. (All current Total Force Airmen with an awarded 8R SDI meet initial training requirements).
- 3.3.2. ★3G051. Qualification in and possession of AFSC 3G031. Also, 6 months in AFSC 3G031 (all 8R SDIs with more than 6 months will be awarded 3G051).
- 3.3.3. ★3G071. Qualification in and possession of AFSC 3G051. Also experience in recruiting and retention operations with a minimum of 24 months (all 8R2 SDIs transferring will be awarded 3G071).
- 3.3.4. ★3G091. Qualification in and possession of AFSC 3G071. Also experience in recruiting and retention operations at supervisory level with a minimum of 36 months in related duties to include Flight Chief, Retention Office Manager, Recruiting and Retention NCO, Training and Evaluations NCO, Recruiting School House Instructor, In-Service Recruiter, or NGB Statutory Tour Position (all 8R3 SDIs transferring will be awarded 3G091).
- 3.3.5. ★3G000. Qualification in and possession of AFSC 3G091. (Does not apply to 8R SDIs E8 and E9s).
- 3.4. ★Experience. For entry prior qualification at the 5-skill level in any AFSC is mandatory.
- 3.5. ★Other. The following are mandatory as indicated:
- 3.5.1. ★E-4, with Airman Leadership school completed. Or E-5 through E-6.3.5.2 Skill level commensurate with grade.
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- 3.5.3. Outstanding in appearance, military bearing, professional military image and conduct both on and off duty.
- 3.5.4. ★Candidates must demonstrate the maturity and ability to operate in autonomous environment without day-to-day supervision.
- 3.5.5. ★Must not have referral EPB in the last 3 years.

- 3.5.6. ★Score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months.
- 3.5.7. ★No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.
- 3.5.8. ★See attachment 4 for additional mandatory entry requirements.
- 3.6. ★For entry and retention:
  - 3.6.1. ★No unresolved emotional instability, personality disorder, or other mental health problems.
  - 3.6.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
  - 3.6.3. ★No record of conviction by summary, special, or general courts-martial.
  - 3.6.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in DAFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
  - 3.6.5. ★Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with DAFI 24-301, Ground Transportation.
  - 3.6.6. Must maintain local network access IAW DAFI 17-130, Cybersecurity Program Management and DAFMAN 17-1301, Computer Security.
  - 3.6.7. Must attain/maintain training standards and task certifications according to specific duty position(s) Recruiting and Retention AFJQS.