



District of Columbia Air National Guard

AGR Announcement

25-181



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION <u>113WG.DCANG.APPLICATIONS@US.AF.MIL</u>	OPENING DATE: 7 October 2025	CLOSING DATE: 7 November 2025
	Position Title: Production Recruiter Max Grade: TSgt (E6) Min Grade: SrA (E4) AFSC: Any Tour: Occasional, 3 year tour	
	Appointment Status [X] Enlisted [] Officer	
Position Location: DCANG Recruiting and Retention Flight Joint Base Andrews, MD 20762	AREA OF CONSIDERATION: GROUP II Current DCANG members.	
INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment. AGR REQUIRED DOCUMENTS: <ol style="list-style-type: none">1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpmc.ng.mil/Forms/NGB-Form/2.) Copies of last three EPRs/EPBs or OPRs/OPBs.3.) Resume (<i>any format</i>).4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>).. If clearance is expired, you must obtain security memo from the Wing security manager.6.) Current Fitness Test from myFitness (<i>Per DAFI 36-2905 – current within 12 months, handwritten scorecards are not accepted</i>).7.) Letter of Introduction8.) Letter(s) of recommendation (<i>optional</i>).9.) If missing documents, memo to board president required stating reason why documents are missing. *All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A Email subject will be in the same format.		
Conditions of Employment: <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.		
Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. CNGBI 9601.01 and ANGI 36-7		



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 25-181

Position: Production Recruiter

Position Description:

Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals. Assist the RO in the planning and organizing of recruiting activities. Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning. Makes oral and film presentations to high school and college classes to establish contact with prospects. 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). Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions. Maintains informational records to enable follow-up contacts with prospective enlistees. Coordinate formal presentations to public service organizations, and other organizations as requested. Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom maybe in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events. Performs other duties as assigned.

Minimum Qualification Requirements:

1. Must have a Secret security clearance.
2. Score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months.
3. Must be knowledgeable of the organization, mission, and operations of the ANG.
4. Comply with military duty eligibility requirements IAW ANGI 36-101.
5. Possess a valid state driver's license.
6. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
7. 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.
8. Must be able to speak clearly and communicate effectively.
9. 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.
10. 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.
11. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
12. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier.
13. Completion of the applicable sales training programs within one year of assignment is mandatory.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

AGR NCOIC: MSgt Victoria McNamara, Victoria.McNamara@us.af.mil, 202-685-8813 (DSN 325-8813)