

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600**

OPEN AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 25-002RR

OPENING DATE: 22 May 2025

CLOSING DATE: 30 Sep 2025

POSITION TITLE: Talent Acquisition (Recruiter)

MILITARY GRADE REQUIREMENTS: Enlisted, minimum grade SrA/E-4 (ALS complete) not to exceed TSgt/E-6

LOCATION: 188th Wing, Ebbing Air Base, Fort Smith, AR, Arkansas Air National Guard

NOMINATING OFFICIAL: MSgt Caressa Corbit

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: Any currently serving member of the Arkansas Air National Guard (ARANG), or any member eligible for service within the ARANG, and eligible for entry into the Air Force Specialty Code (AFSC), in Accordance with (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 3G0X1 (PULHES – 222321). Applicant must meet current Air Force physical fitness standards outlined in DAFMAN 36-2905, be current on all Individual Medical Readiness (IMR) requirements per AFI 10-250, and meet PHA standards in accordance with DAFMAN 48-123 and AFI 48-170. A valid state driver's license is required, and applicants must possess or be eligible to obtain a Secret security clearance. Applicants must be willing to relocate within 45mi of the base. Candidates must be financially stable, speak clearly and distinctly, and display outstanding military bearing, conduct, and appearance. A minimum score of 75 is required on the last two consecutive fitness assessments, with no failures in the past 12 months. If unable to meet for an in-person interview, candidate must submit photos wearing short-sleeved, open-collar, blues. Applicant must have no history of disciplinary action (Article 15, UIF, court-martial), nor any record of domestic violence, substance abuse, child abuse, emotional instability, or unresolved mental health concerns. Individuals exceeding the maximum grade may apply but must accept an administrative reduction in grade if selected. Members selected in AFSC 3G0X1 must complete 33-day tech school and will be evaluated 6 months after tech school for qualification. After qualification recruiters must meet recruiter expectation and performance standards.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Regularly Scheduled Drills (RSDs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189 AW, and assigned to a compatible military position in AFSC 3G0X1. If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5. Selectee must maintain qualification in previous AFSC outside of 3G0X1. Preferential consideration will be afforded to members currently serving in the ARANG.

SUMMARY OF DUTIES: Plans and performs recruiting activities. Responsible for interviewing, screening, testing, and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations,

officer and airman career structure, educational and training opportunities and other military benefits and entitlements. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio, and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business, and industry officials to enhance the prestige of the Air Force in the community. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief.

HOW TO APPLY:

DOCUMENTS MUST BE IN ONE PDF IN THE ORDER LISTED BELOW:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure employment announcement number (EOA) and position title are filled in appropriately as defined on this announcement. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
- 2. Current AF Form 422** – Must be signed and approved final copy. Form date must be within 5 years. If the AF Form 422 is older than 12 months from the announcement close date, MDG must sign/date and stamp “validated as current”.
- 3. Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is required. Official copy must have applicant’s system generated name/date and reflect a PHA within 12 months of announcement close date. It is required to submit your IMR in the following manner: log into your IMR, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout. Screen prints will not be accepted.
- 4. Current Fitness Tracker Report with history** Must be the Fitness Tracker Report generated by myFITNESS, no other report will be accepted. Log into myFSS/ myFITNESS and select the Fitness Tracker Report and then the Printable View option. The report run date must be no more than 30 days old from announcement closeout. The report run date is in the top right-hand corner of the fitness tracker. Official PDF copy from myFitness database must have applicant’s system generated name/date on it. Must reflect current passing fitness results. Any exemptions on the last fitness test requires an AF Form 469 to be included in the package. Screen prints will not be accepted.
- 5. vMPF RIP** – Submit all pages. Log into vMPF, under Personal Data click Record Review/Update, click View/Print All Pages, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout.
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable.
- 8. Photographs (required for telephone interviews only)** – Two full-body photographs showing applicant wearing their short-sleeve, open-collar, blues (one front-aspect & one side-aspect).

Print and scan packets or after digitally signing the 34-1, print to PDF and then merge all documents.

Once all documents are combined into one PDF, complete a cursory review of the ENTIRE application.

Note: A common error that results in most disqualifications is the NGB 34-1 signature is stripped when the PDFs are combined or is stripped in the email system if not saved per the statement above. Failure to do so will result in disqualification.

Limit file size to 3 MB, failure to do so may result in the attachment being stripped from the email or rejected. Downsize instructions – Open PDF, click file, save as other, reduced size PDF, click OK, click save, click yes

**FAILURE TO FOLLOW AND PROVIDE THE DOCUMENTS, IN THE REQUIRED MANNER,
WILL RESULT IN A DISQUALIFICATION.**

E-mail application to both addresses:

ng.ar.aranng.mbx.hro-agr-applications@army.mil

AND

justin.tierney.3@us.af.mil

***** Be advised, applications are not reviewed until after the announcement closes. *****

Email subject line AND your application must be named: Rank Last name, First name and Announcement Number - Current Status. Failure to do so may result in your application not being received.

**Example: TSgt Doe, John 55-555A – Active Duty, or AGR, or Technician, or DSG

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.