



## DEPARTMENT OF THE AIR FORCE MASSACHUSETTS NATIONAL GUARD

Human Resources Office  
2 Randolph Road  
Hanscom AFB, Massachusetts 01731-3001



### ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #JFHQ-25-04

**OPEN DATE: 26 September 2025**

**EXPIRATION DATE: 5 October 2025**

**Open To:** All members assigned to the Massachusetts Air National Guard or those eligible to join the Massachusetts Air National Guard. This is a cross-training opportunity.

<b>Number of Positions:</b>	<b>ONE</b>
<b>Position Title:</b>	<b>TALENT ACQUISITION RECRUITER</b>
<b>Unit/Duty Location:</b>	<b>2 RANDOLPH RD, HANSCOM AFB, MA</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>E-4/SRA-E6/TSGT</b>
<b>Duty AFSC:</b>	<b>3G0X1</b>
<b>Required ASVAB:</b>	<b>N/A</b>
<b>Security Clearance:</b>	<b>SECRET</b>
<b>PULHES:</b>	<b>P=2,U=2,L=2,H=3,E=2,S=1</b>

**POC:** MSgt Glendaennis Schuster, (413) 237 – 0427 Email: [glendaennis.schuster@us.af.mil](mailto:glendaennis.schuster@us.af.mil)

**HRO POC:** SMSgt Maria Escobar, 339-202-3073; Email: [maria.escobar.1@us.af.mil](mailto:maria.escobar.1@us.af.mil)

**\*POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES\***

#### **SPECIALTY SUMMARY:**

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force.

#### **DUTIES AND RESPONSIBILITIES:**

1. Conducts recruiting program. 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.

2. 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.
3. 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.
4. Plans and performs recruiting activities. 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. Assists in policy development and ensures timely implementation.

**SPECIAL REQUIREMENTS:**

1. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
2. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.
3. For retention, completion of the recruiter course is mandatory.
4. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
5. E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.
6. Skill level commensurate with grade.
7. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
8. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.
9. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
10. For RegAF, score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months. For AFR/ANG, score 80 or above of the last two fitness test and have no current fitness exemptions.
11. For RegAF and ANG, no record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years. For AFR, must be approved by the Air Force Reserve Command (AFRC) Recruiting Service Commander after review of a mandatory background check by AFRC Judge Advocate for uniform code of military justice actions.
12. See attachment 4 for additional mandatory entry requirements.
13. No history of emotional instability, personality disorder, or other unresolved mental health problems.
14. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
15. No record of conviction by summary, special, or general courts-martial.
16. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship 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
17. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation
18. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

**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 AFI 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. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
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. Officers may not enter into the AGR program in an overgrade status.
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:**

Initial AGR tour order will be a one year probationary tour. Additional two year probationary tour will be contingent upon performance. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

**APPLICATION REQUIREMENTS:**

- ☐ 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
  - ☐ 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
    - ☐ Click “Record review/Update”
    - ☐ Scroll to bottom on left hand panel click “view/print all pages”
    - ☐ A printer friendly window should pop up to print, if not, right click on page and scroll down to print
  - ☐ 3. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
    - \*For enlisted members **NOT** part of the MA ANG the AF 422 **MUST** be within 2 years
    - \*For officers **NOT** part of the MA ANG **OR** commissioning opportunity the AF 422 **MUST** be within 1 year and include the following:
      - ☐ Purpose of physical: Commissioning / Officer Transfer / Officer Reappointment
      - ☐ Date of physical exam / PHA / RCPHA
      - ☐ Physical is cleared for Commission / Officer Transfer / Reappointment Statement
  - ☐ 4. MyFSS Fitness Report: Current, passing within 12 months
  - ☐ 5. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>
  - ☐ 6. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
  - ☐ 7. CORI, signed (not required for current permanent MA ANG AGRs)  
<https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
  - ☐ 8. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs)
  - ☐ 9. Last 3 EPBs **\*A MFR must be submitted for any missing EPB/OPB**
  - ☐ 10. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact SMSgt Maria Escobar for template)
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- ☐ Use the Wingman concept to proofread application
  - ☐ All required documents must be submitted electronically as **ONE** .pdf file to SMSgt Maria Escobar (maria.escobar.1@us.af.mil) NLT 2359 on the advertisement expiration date
  - ☐ Include **ONLY** the documents listed above