

**AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**  
**JOINT FORCES HEADQUARTERS/HRO**  
**5636 East McDowell Road, Bldg M5710**  
**Phoenix, Arizona 85008-3495**  
**PHONE (602) 629-4826: DSN 853-4826**  
**WEBSITE: [DEMA Job Listings](#) | [Department of Emergency and Military Affairs \(az.gov\)](#)**  
**[FTSMCS Open Jobs](#) (CAC Required)**

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**ANNOUNCEMENT NUMBER: 25-008A**

**DATE: 28 Jan 25**

**CLOSING DATE: 26 Feb 25**

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**POSITION TITLE, MPCN(S), MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:**

Production Recruiter (071345934), E6, 8R00

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**PERSONNEL TYPE:**

**OFFICER ( )**

**ENLISTED(X)**

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**LOCATION OF POSITION:**

PHOENIX SKY HARBOR, AZ, 85034-6098

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**AREA OF CONSIDERATION:**

Nationwide. Must be within the grade(s) of E5 and E6.

Applicants who currently possess one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW DAFI 36-2502, an Airman must acknowledge in writing that the lower military grade is accepted.

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**INSTRUCTIONS AND REQUIRED DOCUMENTS:**

Applications must be submitted through FTSMCS (CAC Required), please see [FTSMCS INSTRUCTIONS](#) for assistance. Required and optional documents, as well as documents requested by the selecting supervisor (if applicable) are listed below. Incomplete applications will not be considered.

1. \*REQUIRED\* NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position
  2. \*REQUIRED\* Current Report of Individual Person (RIP)
  3. \*REQUIRED\* Most recent Report of Individual Fitness from myFitness through the myFSS platform
  4. Optional: AZNG 335-1-R / Military Brief
  5. Optional: AZ Form 34-1, Arizona AGR Application Supplement
  6. Optional: Memorandum in lieu of any missing or flawed required documents
  7. Requested: Last 3 EPR's/EPB's
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**QUALIFICATION REQUIREMENTS:**

1. Must be able to qualify for AFSC 8R000 per AFECD requirements (HRO will validate via RIP)

**QUALIFICATION EVALUATION:**

Each applicant will be qualified by HRO to ensure they attached the three required documents per ANGI 36-101 (NGB 34-1, RIP, and most recent Report of Individual Fitness), meet the area of consideration, and are otherwise minimally qualified to be placed into the advertised position as an AGR. HRO will use the documents indicated to validate qualification requirements. A Career Data Brief will not be accepted in lieu of a RIP. Any discrepancies on the RIP or missing required documents must be addressed in a separate memorandum and attached to the application. Applications found qualified for the position will be forwarded to the selecting supervisor, however, unqualified applications will not be forwarded. All applicants will receive a system-generated email at the time of qualification evaluation with the appropriate determination.

**ACCESSION REQUIREMENTS:**

1. The selected individual(s) will be placed on an Active Duty Title 32 Tour with the Arizona Air National Guard. The selected individual(s) must be a member of the Arizona Air National Guard, qualify for, and be placed into the following AFSC prior to starting AGR tour: 8R00
  2. Selected individuals must be in compliance with physical fitness standards in DAFMAN 36-2905 *Department of the Air Force Physical Fitness Program* prior to starting AGR tour.
  3. AGR orders may commence with the concurrence of the commander and HRO if a selected member is pregnant.
  4. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101 and submit a Waiver for Exceptional Circumstances to their HR remote through the HRO with final approval by the Air Component Commander prior to starting AGR tour. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
  5. Selected individuals must meet eligibility requirements of AFMAN 36-2100 *Military Utilization and Classification*, and accession requirements of ANGI 36-101 *Air National Guard Active Guard and Reserve (AGR) Program*.
  6. Individuals selected for E8 and above positions are subject to Controlled Grade availability.
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**BRIEF JOB DESCRIPTION:**

This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The primary purpose of this position is to initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the Recruiting Retention Manager (RRM) in the planning and organizing of recruiting activities. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP). Maintain locally established recruiting production standards to meet enlisted and

officer state/territory/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Utilize the R&R Administration Center to its fullest 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. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events. Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS).

**ADDITIONAL REMARKS:**

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. No record of conviction by summary, special, or general courts-martial. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.

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**SELECTING SUPERVISOR:**

Capt Ariana Maria Ocampo 602-302-9005