

# IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD  
NGIA-HRO-AGR  
7105 NW 70TH AVENUE  
JOHNSTON, IOWA 50131-1824

**Announcement Number:** 26-044AF

**Closing Date:** 04-Sep-26

**POSITION DESCRIPTION:**

**POSN TITLE:** Production Recruiter

**AFSC:** 3G0X1 **VICE:** MENA

**Max:** E-6 **Min:** E-4

**SELECTING SUPERVISOR INFO:**

TSgt Vincent Helgeson, 712-294-4368,  
vincent.helgeson@us.af.mil

**UNIT OF ASSIGNMENT:**

Recruiting & Retention  
Johnston, IA

**FAC:** 840000

**POSITION #:** 0071514834

**Permanent Change of Station (PCS)  
may be authorized if in the best  
interest of the government.**

**WHO MAY APPLY:** Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

**ASVAB LINE SCORES**

**PULHES:**

222321

**Additional Restrictions:**

Demonstrated by Weight: 40 lbs

**AREA OF CONSIDERATION:**

AFSC: ANY AFSC OR FULLY QUALIFIED 3G0X1/8R000  
THIS POSITION IS AN OTOT

**INITIAL**

**\*\*\*\*\**Checklist must accompany all applications*\*\*\*\*\***

- \_\_\_\_\_ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- \_\_\_\_\_ 2. Copy of Records Review List (RIP).
- \_\_\_\_\_ 3. AF 422 (Physical Profile Serial Report).
- \_\_\_\_\_ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
- \_\_\_\_\_ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- \_\_\_\_\_ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- \_\_\_\_\_ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22s.
- \_\_\_\_\_ 8. Technician/Traditional Airman Only - Points Credit Summary.
- \_\_\_\_\_ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**\*\* Submit entire packet as one document. PDF Portfolios will not be accepted. \*\***

**CAUTION:**

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

**DESCRIPTION OF DUTIES:**

Position Description:

Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinates and disseminates recruiting information and establishes effective relations with the local community. Military and full-time supervision of the production recruiter (PR) will be with the Flight Chief (FC).

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals.
2. Assist in the planning and organizing of recruiting activities.
3. Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning.
4. Make oral and film presentations to high school and college classes to establish contact with prospects.
5. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities.
6. Develop and maintain contact with representatives of civilian organizations, high schools, active duty and reserve components.

7. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
8. Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials.
9. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions.
10. Maintain informational records to enable follow-up contacts with prospective enlistees.
11. Coordinate formal presentations to public service organizations and other organizations as requested.
12. Conduct recruiting assistance for 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).
13. Conduct Center of Influence (COI) events.

#### **SPECIALITY QUALIFICATIONS:**

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
  2. Comply with military duty eligibility requirements IAW ANGI 36-101.
  3. Possess a valid state driver's license.
  4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
  5. 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.
  6. Must be able to speak clearly and communicate effectively.
  7. 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.
  8. 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.
  9. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
  10. 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.
  11. Completion of the applicable sales training programs within one year of assignment is mandatory.
  12. Other Duties as Assigned (detailed duties of the position)
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#### **GENERAL ELIGIBILITY REQUIREMENTS:**

1. Must meet requirements as stated in the "Areas of Consideration".
  2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
  3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
  4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
  5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
  6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
  7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
  8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
  9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
  10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
  11. Existing Iowa ANG Promotion policies apply.
  12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
  13. It is mandatory that the appropriate Military Uniform be worn.
  14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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#### **APPLICATION RECEIPT:**

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1530 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to [ng.ia.iaarng.mbx.hro-agr@army.mil](mailto:ng.ia.iaarng.mbx.hro-agr@army.mil). This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document. PDF Portfolios will not be accepted.

#### **THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:**

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or sex.

#### **INSTRUCTIONS TO COMMANDERS/SUPERVISORS:**

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

#### **QUESTIONS ABOUT POSITION OR BOARD INFORMATION:**

Contact Selecting Supervisor listed in the top right hand corner of page one.

#### **QUESTIONS ABOUT POSTING:**

515-252-4681, 515-252-4514, or 515-252-4751