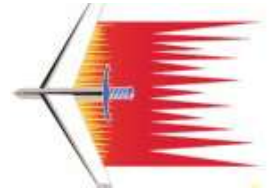




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2026-07

Open: 01-Jan-26 Closes: 13-Feb-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Recruiter, Talent Acquisition	3G071	TSGT/E6	0072326434

ADVERTISE: Nationwide

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: JFHQ-NC

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
SMSgt Chandra Wostenberg	chandra.wostenberg@us.af.mil	704-391-4443	231-4443

DUTIES AND RESPONSIBILITIES

Key Responsibilities:

1. Conducts and manages recruiting programs. 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 and commissioning. 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 applicants. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the Air National Guard. 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 National Guard orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age.
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 festivals, athletic events, and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air National Guard 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.
5. All other duties as assigned.

SPECIALTY QUALIFICATIONS

MIN-MAX RANK: Promotable SRA/E4 - TSGT/E6

Requirements:

1. Open to all Enlisted AFSCs.
2. Minimum rank Senior Airman (E-4) with Airman Leadership School completed and Maximum rank Technical Sergeant (E-6).
3. Demonstrated ability to work autonomously in a fast-paced setting, leveraging exceptional time management and prioritization skills to thrive under pressure and consistently meet tight deadlines.
4. Maintain outstanding appearance, military bearing, and high standards of conduct with no history of disciplinary actions.

SPECIAL CONSIDERATIONS

Notes:

1. The Recruiting & Retention Flight, activated under Joint Force Headquarters, operates from the 145th Airlift Wing.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPB(s) (If available)
5. Fitness report from [myFitness](#)
6. [TriMetrix Assessment](#) - Contact SMSgt Chandra Wostenberg for details via Cell: 980-721-8535 or Email: chandra.wostenberg@us.af.mil
7. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory

EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.