



**AGR VACANCY  
ANNOUNCEMENT  
ENLISTED**

THE ADJUTANT GENERAL  
NEW MEXICO AIR NATIONAL GUARD  
ATT: NMANG-HR-AD  
47 BATAAN BLVD  
SANTA FE, NM 87508

ANNOUNCEMENT NO:  
**NME 25-013**

OPENING DATE  
**5-June-25**

CLOSING DATE  
**26-June-25**

**POC: MSgt. Alejandro Unale**  
**COMM: (505) 846-1290**  
**DSN: 246-1290**  
[Alejandro.unale@us.af.mil](mailto:Alejandro.unale@us.af.mil)

OPEN FOR FILL  
 STATE  NMANG  
 NATIONWIDE  NMARNG

POSITION TITLE: Production Recruiter.

LOCATION OF POSITION: 150<sup>th</sup> Special Operation Wing, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico 87117.

AREA OF CONSIDERATION: Open to all members of the New Mexico Air National Guard. In the grade of E-4 through E-6. Must be willing to cross train to 3G0X1 AFSC.

DATE VACANCY EXISTS: Currently with a projected start date between 7 July 2025 TBD by Commander.

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Enlisted must meet AFSC, requirements as outlined in AFECD. If medical exam is older than 30 days, applicant must submit an AF Form 895. Submit applications on NGB Form 34-1. Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and IAW AFI 48-123 Medical Examination and Standards. Examination must have been conducted within 18 months before the date of entry on military duty. Must meet and comply with weight standards at the time of entry into AGR duty. Should be able to acquire 20 years of active duty prior to mandatory separation date. Should be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay. Must not be eligible for, or receiving an immediate Federal (military or civilian) retirement annuity.

**SPECIAL INFORMATION:** As a condition of employment, **selected** agrees to attend all Unit Training Assemblies and Annual Training deployments, special projects, and exercises when required, with his/her unit of assignment; applicant must be assigned to a Military UMD in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with AFI 36-2903.

**INSTRUCTIONS FOR APPLYING:** Submit application using a NGB Form 34-1, which is on the internet at <https://usaf.dps.mil/sites/34163/150SOW/JOBS/SitePages/Home.aspx>. Completed applications will be scanned into one PDF file and emailed to [alejandro.unale@us.af.mil](mailto:alejandro.unale@us.af.mil) **no later than** the closing date. You must submit a separate PDF file for each job you are applying for.

**REQUIRED DOCUMENTS:** All applications must include the following documents:

**Completed NGB 34-1**

**Current Record Review RIP (not more than one (1) year old located in vMPF)**

**Current copy of your Official Air Force Fitness Individual Tracker (from myFITNESS).**

**EQUAL OPPORTUNITY:** The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

**CLOSING DATE:** Applications will be forwarded to the HRO office, to arrive **no later than** the business day on the closing date specified on the vacancy announcement.

## **ENLISTED ACCESSIONS RECRUITER**

**1. Specialty Summary.** Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

### **2. Duties and Responsibilities:**

2.1. 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.

2.2. 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.

2.3. 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.

2.4. 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.

### **3. Specialty Qualifications:**

3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

3.2. Education. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.

3.3. Training. For retention, completion of the recruiter course is mandatory.

3.4. Experience. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.

3.5. Other. The following are mandatory: 3.5.1. For entry: 3.5.1.1. For RegAF position, approved candidate on the developmental special duty nomination list.

3.5.1.2. E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.

3.5.1.3. Skill level commensurate with grade.

3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

3.5.1.5. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.

3.5.1.6. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".

3.5.1.7. 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.

3.5.1.8. 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.

3.5.1.9. See attachment 4 for additional mandatory entry requirements.

3.5.2. For entry and retention: 3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. No record of conviction by summary, special, or general courts-martial.

3.5.2.4. 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.

**Performs additional duties as assigned.  
Note: Incomplete packages will not be considered.**