



NEW MEXICO AIR NATIONAL GUARD ENLISTED AGR VACANCY ANNOUNCEMENT



Announcement No: NME 26-025

Open: 16 JUL 2026

Closes: 7 AUG 2026

Submit job application to:

SMSGT Diana Melero-Sena, HRO Remote

(COM) 505-853-8966 (DSN) 263-8966

diana.melero_sena.1@us.af.mil

and cc: NMSTHQ.NMNGJFHQ.Workflow@us.af.mil

Area of Consideration:

✓	Nationwide		State
✓	NMANG		NMARNG
Open to all New Mexico Air National Guard Members and those willing to join.			

New Mexico Air National Guard 2251 Air Guard Rd SE, Kirtland AFB NM 87117	LOCATION: Joint Force Headquarters, Kirtland AFB, NM
POSITION TITLE: Production Recruiter	
MIN/MAX GRADE: E-4 thru E-6	AFSC: 3G0X1
PROJECTED START DATE: Projected start date to be determined	

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.

MINIMUM QUALIFICATIONS: Open to all members of the New Mexico Air National Guard or anyone eligible to become a member of the NMANG in any AFSC. Must meet retraining requirements as listed in the Department of the Air Force Enlisted Classification Directory (DAFECD).

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Must meet AGR accession standards as listed in ANGI 36-101, Chapter 5. Applicant who requires retraining must meet requirements IAW DAFI 36-2670 *Total Force Development* and DAFMAN 23-2100, *Chapter 4, ANG Retraining Program*. Must meet physical examination and medical standards as listed in DAFMAN 48-123 *Medical Examinations and Standards*, and ANGI 36-101, Chapter 12. 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.

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

REQUIRED DOCUMENTS- All applications must contain the following:

- Completed NGB 34-1
- Current Virtual MPF Record Review (RIP) ***generated within the last 90 days***
- Current copy of your Official Air Force Fitness Assessment Report

INSTRUCTIONS FOR APPLYING: After completing NGB Form 34-1 in its entirety, please combine with the rest of the required documents into one PDF file. ***PDF Portfolios will not be accepted*** Once combined please email **HRO Remote POC** listed on page 1 of this advertisement no later than the closing date.



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CLOSING DATE: 7 AUG 2026. Applications will be forwarded to the HRO office, to arrive **no later than** the business day of the closing date specified in this vacancy announcement. ***Late submissions will not be considered***

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.

INTERVIEW PROCESS: Qualified applicants will be notified of the date, time, and place of the interview.

Note: Incomplete packages will be returned without action.

The duties and responsibilities and the specialty qualifications listed below are from The Department of Air Force Enlisted Classification Directory (DAFECED), 30 Apr 2026. Pg. 226, 3G0X1, Talent Acquisition. The file is located in [myFSS](#) knowledge articles and the [New Mexico Air National Guard SharePoint](#) HRO folder.

DUTIES AND RESPONSIBILITIES:

Executes recruiting and retention operations to meet Air National Guard end-strength objectives. Identifies, engages, and counsels prospective applicants; guides them through processing and accession; and actively works to retain qualified Airmen in service. Represents the Air National Guard within communities, builds partnerships, and ensures applicants and members receive accurate information and professional support throughout their career entry or continuation process. Identifies, contacts, and builds relationships with potential applicants through digital platforms, community events, referrals, and targeted outreach. Maintains regular follow-up to develop interest and move prospects toward accession. Related duties include Recruiting and Retention Senior Enlisted Leader (RRSEL), Recruiting Production Superintendent (RPS), Flight Chief (FC), Retention Office Manager (ROM), Recruiting and Retention Non-Commissioned Officer (RRNCO), Training and Evaluations Non-Commissioned Officer (TENCO), Marketing Non-Commissioned Officer, Recruiting School House Instructor, In-Service Recruiter (ISR), National Guard Bureau Statutory Tour positions, and Production Recruiter and Retainer (PRR).

Provides accurate information on Air National Guard opportunities, benefits, service obligations, and career fields. Conducts interviews, determines qualifications, and matches applicants to mission needs and available vacancies. Guides applicants through the entire process from initial contact to accession, including eligibility screening, scheduling, coordination with MEPS, and final swearing-in. Ensures accuracy of required documentation and timeliness of administrative actions. Represents the Air National Guard at school, job fairs, sporting events, and community activities to build awareness and generate interest in service. Maintains a professional, approachable presence that reflects organizational values. Conducts retention interviews, council members on re-enlistment options, incentives, and benefits, and assists with career planning to retain qualified personnel in the Air National Guard. Works closely with wing/unit leadership, operations, and support agencies to match applicants with unit vacancies and ensure smooth integration. Coordinates with marketing teams and other recruiters to maximize outreach and conversion.

Maintains accurate records in authorized systems of record, ensures regulatory compliance and follows established procedures and policies throughout the recruiting and retention process. Meets or exceeds assigned recruiting and retention goals while maintaining the highest standards of professionalism and integrity in representing the Air National Guard.

Note: May perform additional duties as assigned.



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SPECIALTY QUALIFICATIONS:

3.1 Knowledge. Understanding of the Air Force and Air National Guard organizational structure, policies, and personnel management procedures. Understanding of recruiting and retention principles, including marketing, public relations, and counseling techniques.

3.2 Education. For entry into this specialty, completion of high school or general educational equivalency is mandatory.

3.3 Training.

3.3.1 3G031. Completion of the Basic Recruiting Course is mandatory. (All current Total Force Airmen with an awarded 8R SDI meet initial training requirements).

3.3.2. 3G051. Qualification in and possession of AFSC 3G031. Also, 6 months in AFSC 3G031 (all 8R SDIs with more than 6 months will be awarded 3G051).

3.3.3 3G071. Qualification in and possession of AFSC 3G051. Also experience in recruiting and retention operations with a minimum of 24 months (all 8R2 SDIs transferring will be awarded 3G071).

3.3.4 3G091. Qualification in and possession of AFSC 3G071. Also experience in recruiting and retention operations at supervisory level with a minimum of 36 months in related duties to include Flight Chief, Retention Office Manager, Recruiting and Retention NCO, Training and Evaluations NCO, Recruiting School House Instructor, In-Service Recruiter, or NGB Statutory Tour Position (all 8R3 SDIs transferring will be awarded 3G091).

3.3.5 3G000. Qualification in and possession of AFSC 3G091. (Does not apply to 8R SDIs E8 and E9s).

3.4 Experience. For entry prior qualification at the 5-skill level in any AFSC is mandatory.

3.5 Other. The following are mandatory as indicated:

3.5.1. E-4, with Airman Leadership school completed. Or E-5 through E-6.3.5.2 Skill level commensurate with grade.

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

3.5.4. Candidates must demonstrate the maturity and ability to operate in autonomous environment without day-to-day supervision.

3.5.5. Must not have referral EPB in the last 3 years.

3.5.6. Score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months.

3.5.7. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.

3.5.8. See attachment 4 for additional mandatory entry requirements.

3.6. For entry and retention:

3.6.1. No unresolved emotional instability, personality disorder, or other mental health problems.

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

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

3.6.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in DAFI 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.

3.6.5. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with DAFI 24-301, Ground Transportation.

3.6.6. Must maintain local network access IAW DAFI 17-130, Cybersecurity Program Management and DAFMAN 17-1301, Computer Security.

3.6.7. Must attain/maintain training standards and task certifications according to specific duty position(s) Recruiting and Retention AFJQS.