DEPARTMENT OF THE AIR FORCE
STATE OF MISSISSIPPI

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT # 27-1002

OPENING DATE: 4 October 2026 CLOSING DATE: 18 October 2026

Position Title: Production Recruiter

Unit/Duty Location: 186 ARW, Meridian, MS

Min Grade: SrA/E4*
Max Grade: TSgt/E6
UMD Position AFSC: 3G071

Security Clearance: SECRET
PULHES: 2,2,2,3,2,1
ASVAB Requirements: N/A

Must be qualified in a valid Air Force Specialty Code (AFSC)
****E-4, Must have Airman Leadership school completed.***
*****E-5 through E-6 - Posses the appropriate skill level commensurate with grade/rank***

Area(s) of Consideration: (1) Members of the MS National Guard (Statewide) *(Applications from members not currently assigned to a unit or duty station in MS will not be considered for this announcement)*

Special Note: This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32 and United States Code.

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.

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 recurring 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.

Performs other duties as assigned.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years and constitutes the Probationary Period. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).
Initial Tour will be 3 years

Appointment: The publication of AGR orders by HRO will be the official appointment into the Mississippi Air National Guard AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

Minimum Qualification Requirements:

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905. (Note: Your full name must be printed on the official copy)
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are not eligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Submit AF Form 422 validated by your medical personnel, current within 12 months.
4. An applicant on a medical profile may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements outlined in the AFECD/AFOCD.
6. Failure to maintain a security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. Enlisted applicant's military grade cannot exceed the maximum UMD military grade authorized. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.2, the intent of the AGR program is to access AFSC qualified individuals. However, any applicant selected that does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1 of ANGI 36-101. Failure to meet and maintain training requirements will result in removal from the AGR program.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to attain 20 years of Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
12. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
14. Eligibility/Mandatory requirements for the AFSC(s) advertised are located in the current AFECD/AFOCD.

15. ASVAB requirements must be met prior to submitting application. Any application received not meeting ASVAB requirements will be disqualified.

Bonus/Incentive Recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the Mississippi Air National Guard. ***Contact your RETENTION OFFICE MANAGER.***

Equal Opportunity: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status. The management of AGRs will be free of discrimination IAW ANGI 36-7, ANG Military Equal Opportunity Program.

Application Submission Instructions: Submit all forms in their entirety. Additional documents such as resumes, may be included but are not required. **Be advised that applications are not reviewed until after the announcement closes. HRO does not notify members of missing or erroneous information. Incomplete applications will be disqualified.**

Minimum required documents to be submitted (in this order):

Air Force Applicants:

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **AF Form 422** – Must be obtained from your Medical Group. Must be dated within last 12 months
3. **Physical Fitness Report -** Fitness Tracker Report from myFITNESS or current system of record for physical fitness– Official printout from current physical fitness database showing a current, passing score of 75 or higher. Official copy must have your name printed on it. The Air Force Physical Fitness Assessment Scorecard is NOT an acceptable substitution
4. **Records Review (aka RIP)** - Virtual Military Personnel Flight (vMPF) version is preferred but the MilPDS version is acceptable. Print and submit all pages (Do not send a Career Data Brief or PCARS as they do not provide all of the required information to validate qualifications)
5. **College Transcripts** (only when listed as required)
6. **Other Documents** – Resume', special training certificates, etc.

Army Applicants (may apply to un-restricted announcements only):

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **IMR Record** - Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid
3. **DA Form 3349 -** Physical Profile (if applicable)
4. **DA Form 705** – Army Physical Fitness Test Scorecard
5. **Soldier Record Brief (SRB)**
6. **REDD Report** (enlisted only) – can be obtained through recruiters
7. **College Transcripts** (only when listed as required)
8. **Other Documents** – Resume', special training certificates, etc.

Applications must be sent electronically via GEARS 6.0 and must be received before 2359 hours on the closing date of the announcement to be processed. Any missing required documents will result in disqualification. Submittals of any missing required documents after the closing date will **NOT** be accepted.
GEARS is an automated packet/document routing and tracking system built on a SharePoint platform that implements global management of business processes. It provides both pre-built and custom user-defined

workflow. GEARS can be located via the AF Portal by typing GEARS in the AF Portal Search Engine or by copying and pasting the link below into your web browser.

***New GEARS 6.0 website - https://gears.army.mil/dashboard

Step 1: Scan and save **all** application documents as **one (1)** .pdf file (do not send individual pdf files)
Step 2: Save file as: **Announcement # LastName FirstName** (ie. 20-1201 Doe John)
Step 3: Log into GEARS 6.0 - https://gears.army.mil/dashboard
Step 4: Select the **Create a Packet** (located in the upper right header information)
Step 5: In the **Packet Name** field, enter your file name (i.e. 20-1201_Doe_John)
Step 6: For **Organization**, click "Choose", then select applicable organizations to find your unit, ensure "Make this my default organization" is checked, click "Submit". (For MS ANG members: select US Air Force, Air National Guard; for MS ARNG members: select US Army, Army National Guard)
Step 7: For **Packet Type,** click "Choose", then select the "Hiring Actions" icon.
Step 8: Select the blue **Save Draft icon** at the bottom of the screen
Step 9: On the left-hand side under **Discussion/Instructions**, type in Application (required field)
Step 10: Scroll down and enter **Deadline** date (date announcement closes)
Step 11: Under **Packet Files,** click Supporting. Navigate to your saved file and double click the file to be uploaded. If the file is uploaded successfully, you will see the file listed under Support Files.
Step 12: At the top, middle of the page, click on **Enter Assignee**
Step 13: Type my name: **McNeal, James W**, then click on my name when it appears
Step 14: Under **Action Requested**, select Concur/Nonconcur
Step 15: Click **Save Draft** at the bottom of the screen
Step 16: The **Save Draft** should change to **Submit Packet**, if not, click **Save Draft** again, then **Submit Packet**
Step 17: Log out of GEARS 6.0

**The GEARS platform is not intended to be used for long term storage of files. All applications received through GEARS 6.0 will be downloaded to the HRO network as they are received and deleted from GEARS. Once received, all application documents to include selection documentation become the property of HRO and will not be released to any applicant for any reason.*

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Be sure to allow yourself enough submission time.

*****Applications may be submitted by email ONLY if the GEARS platform is malfunctioning.***

Questions and concerns can be addressed to:

AGR Manager - Air: SMSgt James W. McNeal
DSN: 387-3627 Commercial: 601-387-3627
james.w.mcneal.mil@army.mil