



## DEPARTMENTS OF THE ARMY AND AIR FORCE

JFHQ-LA NGLA-JPM-HA  
5445 Point Clair Road  
Gillis Long Center  
Carville, Louisiana 70721

# STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 010-16

OPENING DATE: 15 June 2016

CLOSING DATE: 6 July 2016

UMDA POSITION TITLE: **Production Recruiter**

UMDA MAX AUTH GRADE: MSgt/E7

DUTY AFSC: 8R000

**AREA OF CONSIDERATION:** Current enlisted members in the Louisiana Air National Guard

### **OCCUPATIONAL REQUIREMENTS:**

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required. **This resource is funded to the position.**

### **QUALIFICATION REQUIREMENTS:**

- Compatible AFSC: 8R000
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- **Required Aptitude for AFSC: Gen:24**
- Minimum acceptable grade: SSgt/E5
- **Minimum of a 5-skill level in any AFSC**
- **Other: Location - RAPIDES PARISH, ALEXANDRIA, LA**
- Applicants must attend the ANG Recruiting School at Lackland AFB, San Antonio, TX
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air*

*Force*, 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.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:**

1. Knowledge of the organization, mission and operation of the Air National Guard, in general. Knowledge of Air National Guard entitlements and benefits.
2. Experience and ability to speak clearly and effectively to persons of all management levels both military and civilian audiences.
3. Demonstrated ability of performing as a self-starter and capable of accomplishing multiple tasks, simultaneously, and meeting deadlines. Must be highly self-motivated, well organized, creative and able to produce with minimal supervision.
4. Ability and willingness to work a varied work schedule with often long hours and perform duty at various recruiting events and locations. Events include state and municipal ceremonies, exhibits, fairs, diversity job fairs, high school recruiting programs, parades and sporting events. Evenings and weekends can be required, often with little advance notice.

**SUMMARY OF DUTIES:**

Performs technical recruiting functions. Convinces qualified individuals to join the Air National Guard through presenting overall opportunities the Air National Guard has to offer. Performs required Military Entrance Processing Station procedures for applicants, to include providing necessary transportation. Follow-up on all contacts regardless of the source. Conducts community relations programs including installation tours for members of the civilian community. Develops and maintains rapport with representatives of civilian organizations, high schools, local military units, the general public, and representatives of the news media. Assists the Recruiting Office Supervisor in planning and organizing recruiting activities. Coordinates recruiting activities with unit Public Affairs and Audiovisual representatives to cover events in which Air National Guard personnel participate. Prepares and coordinates recruiting advertisements and public service announcements for local radio and television spots. Plans and coordinates job fairs, air shows, school career days, and Center of Influence events. Assists the Retention Office Manager with coordination of employer support events. Maintain locally established recruiting standards to meet State/Unit strength requirements.

**EVALUATION PROCESS:**

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

**APPLICATION PROCEDURES:**

- Cover letter
- NGB Form 34-1

- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable) date within 1 year.
  - (1) one in service dress
  - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of both sides of state driver's license.
- Copy of last three performance reports showing an overall EPR rating of 5. (If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.)
- IMPACT Tri-Matrix Assessment Report: Go to [www.TTISurvey.com](http://www.TTISurvey.com) and enter the following response link: **156555FYU** to complete the assessment and submit a memorandum stating the date it was completed.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of last two fitness tests showing a score 80 or above, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.

**LOCATION: JFHQ LA ANG, JACKSON BARRACKS, LA**

### **ADDITIONAL INFORMATION**

**\*\*\*If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement\*\*\***

**\*\*\*LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336\*\*\***

### **How to Apply**

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: [cassie.l.ellis.mil@mail.mil](mailto:cassie.l.ellis.mil@mail.mil) in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.