



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** 108-20

**OPEN DATE:** 24 JAN 20

**CLOSING DATE:** 14 FEB 20

**POSITION:**

# PERSONNEL

**UNIT / LOCATION:**

**Joint Forces Headquarter-Louisiana  
New Orleans, LA**

*The primary purpose of this position is to serve as advisor to commanders on assigned human resources (HR) programs. Plans, directs, controls and provide advisory services on all aspects of the Career Enhancement program for both Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians and potential members.*

**AFSC:**

**3F071**

**MINIMUM RANK / GRADE:**

**MSgt / E-7**

**MAXIMUM RANK / GRADE:**

**MSgt / E-7**

**\*\*\*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\*\*\*

**WHO MAY APPLY FOR THIS POSITION:**

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

**SPECIAL NOTES:**

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



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**All Applicants MUST submit the following documents as one PDF via email in the order listed below:**

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- Cover letter**, typically provides detailed information on why you are qualified for the job.
- NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.  
*(announcement number and position title must be annotated on the form)*
- Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- Full length military service dress photograph with white background** *(snapshots acceptable)*
- Copy of State Driver's License** *(photocopy of both sides)*
- Current (within 30 days) Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- Enlisted Performance Report, EPR** *(current within 12 months)*
- Letter of Recommendation**, required when EPR is not available from the military command.
- Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).
- Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

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**Area of Consideration**

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- This position is **open to current enlisted members in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- 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.

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**Qualifications Requirements**

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- **Compatible AFSC: only 3F071**
- **Minimum acceptable grade: E-7**
- **Maximum acceptable grade: E-7**
- **This is a supervisory position and recommending official requires applicant possess a seven-level.**
- Member must possess a **SECRET** security clearance.



- **Not to be filled until 1 April 2020.**
- Member 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.
- 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.
- 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.

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#### **Evaluation Process**

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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.

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#### **Duties and Responsibilities**

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- Serves as a Human Resources Specialist in recruitment, placement and classification.
- Provides full range of human resources methods, principles, practices and evaluative methodologies sufficient to advise on and/or resolve the full range of operational problems which range from recurring through complex and unprecedented.
- Provides expert human resources management advisory and technical services on complex and wide-impacting customer functions and work practices.
- Uses detailed analytical methods to identify, evaluate, and recommend in-depth alternatives with impact analyses to management to find appropriate human resources solutions.
- Provides written and oral communication techniques sufficient to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings and recommendations.
- Knowledge of civilian personnel management, Equal Employment Opportunity (EEO) regulations, the affirmative employment program, and causes and effects of discrimination, to include familiarity with classification and staffing rules, to include special appointing authorities, reasonable accommodation obligations and procedures, federal laws, regulations, policies that protect people from discrimination and promote equal employment opportunities and final familiar with the laws, regulations, standards and criteria governing suitability adjudication.
- Knowledge of the federal Human Resources (HR) management functions, theories, and techniques; the basic relationships of various HR disciplines; and management objectives as they apply to specific matters.
- Skill in conducting research and fact-finding to advise and represent management in identifying, analyzing, assessing, resolving barriers to employment opportunities, and



ability to develop courses of action with recommendations for presentation of those thoughts/conclusions effectively, using tact, diplomacy and courtesy.

- Knowledge of a wide variety of HR applications and programs and various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.
- Plans, organizes, and direct programs and people, including the ability to meet deadlines and provide program oversight, while able to effectively communicate orally and in writing and establish and maintain effective working relationships with all levels of personnel to include explaining rules and procedures to employees and advising on their rights and obligations and encouraging objectivity in situations that may be charged with emotions and assumptions.
- Performs other duties as assigned.

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### Submission of Application

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**APPLICATION MUST BE EMAILED TO: [ng.la.laarng.mbx.agr-branch-air@mail.mil](mailto:nq.la.laarng.mbx.agr-branch-air@mail.mil)**

**\*Use Subject Line:** Last Name, Announcement Number, Position Title (Ex. Jones, 001-19, Personnel Craftsman)

**\*All application documents must be consolidated into a single PDF file (portfolio files are not accepted).**

All applications must be received by the Human Resources Office no later than 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is SFC Laquanna Blanchard at (504) 278-8772, DSN 278-8772.

