



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: 041-21

OPEN DATE: 17 SEP 21

CLOSING DATE: 8 OCT 21

POSITION:

MEPS ADMIN SUPPORT (TWO POSITIONS)

UNIT/LOCATION:

JFHQ LA ANG
New Orleans, LA

The primary purpose of this position is to organize and conduct programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force.

AFSC:

Any AFSC

MINIMUM RANK / GRADE:

SrA / E-4

MAXIMUM RANK / GRADE:

TSgt / E-6

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.



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

- ❑ **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.
- ❑ **Copy of State Driver's License** *(photocopy of both sides)*
- ❑ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES **Requests may take up to 7 days to process through MDG**
- ❑ **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'.
- ❑ **Copy of last three Enlisted Performance Report, EPR**
- ❑ **Letter of Recommendation**, required when three EPRs is not available from the military command.
- ❑ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS). (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher).
- ❑ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

Area of Consideration

- 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 a one-time occasional tour (OTOT) and will not hold career status. Tour of duty is not to exceed 25 SEP 2022.**
- 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.

Qualifications Requirements

- **Compatible AFSC: Any AFSC**
- **Minimum acceptable grade: E-4**
- **Maximum acceptable grade: E-6**
- **Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.**
- Member must possess a **SECRET** security clearance.
- 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.
- No record of conviction by summary, special, or general courts-martial.
- 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.

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.

Duties and Responsibilities

- Greet and account for visitors and applicants in and out of the MEPS.
- Question applicants to obtain and verify complete data required for final data processing of forms and records for entry into the military service.
- Gather previously non-disclosed information which would bear on moral or physical suitability for enlistment.
- Fingerprint applicants using automated systems, ensuring fingerprints are classifiable (acceptable).
- Verify applicant Emergency Data Records.
- Screen applicant records to ascertain that all necessary documents are present according to the requirements of each military service.
- Refer applicants with additional disclosed information to the appropriate enlistment, recruiting, or processing authority.
- Receive requests for documents in applicant files and furnish to requester.
- Assist with the preparation of transportation orders, amendments to transportation orders, and delayed entry program orders for airmen.
- Performs other duties as assigned.

Submission of Application

APPLICATION MUST BE EMAILED TO: nq.la.laarnq.mbx.agr-branch-air@mail.mil

***Use Subject Line:** Last Name, Announcement Number, Position Title (Ex. Jones, 001-21, 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 MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.

