



# DEPARTMENTS OF THE ARMY AND AIR FORCE

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

**Announcement Number: 24-023**

<b>POSITION TITLE:</b> Enlisted Accessions Recruiter	<b>AFSC</b> 8R200	<b>OPEN DATE:</b> 15 February 2023	<b>CLOSE DATE:</b> 31 March 2023
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> JFHQ, New Orleans, Louisiana or JFHQ, Baton Rouge, Louisiana	<b>GRADE REQUIREMENT:</b> Min: E-5 Max: E-7
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<b>SELECTING SUPERVISOR:</b> SMSgt Corey Gardner	<b>Position Number</b> 0703488	<b>DUTY LOCATION OPEN TO DISCUSSION</b>
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#### AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold 8R200**)  
Louisiana Air National Guard members (**Must hold 8R200**)  
Nationwide Air Force Component members (**Must hold 8R200**)

**\*Start date NET - 1 August 2024**

#### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

#### INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*  
-Security Clearance - Must attain and maintain: Secret

#### PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours for the LA ANG may not exceed 5 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in ANGI 36-101.

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Selection is not a promise of promotion

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** (*announcement number and position title must be annotated on the form*)
2. **CURRENT full Records Review RIP** from Virtual MPF <https://vmpf.us.af.mil/VMPF/Hub/Pages/Hub.asp>
3. **CURRENT PASSING Report of Individual Fitness** from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS" section above.**

### **Application Documents Order:**

- 1. (Mandatory) NGB Form 34-1
- 2. (Mandatory) Records Review RIP
- 3. (Mandatory) **Passing** Report of Individual Fitness
- 4. (Optional) Cover Letter
- 5. (Optional) Resume
- 6. (Optional) Last three (3) EPRs / OPRs
- 7. (Optional) Letter(s) of Recommendation

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE single PDF** (adobe portfolio is not accepted) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Last Name, Announcement Number

Example: Doe, 24-XXX

**Email Subject should be: Last Name, Announcement Number, Position Title**

Example: Doe,24-XXX, Enlisted Accessions Recruiter

Email Application Package to: [nq.la.laarng.mbx.agr-branch-air@army.mil](mailto:nq.la.laarng.mbx.agr-branch-air@army.mil)

*\*\* There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. \*\**

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753/8754 or Commercial 504-278-8753/8754 [cassie.l.ellis.mil@army.mil](mailto:cassie.l.ellis.mil@army.mil) / [khisha.m.donald.civ@army.mil](mailto:khisha.m.donald.civ@army.mil). Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer HRO approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by ANG AGR Manager.

### **THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC MOS some positions may have gender restrictions.

## SDI 8R200

**SECOND-TIER RECRUITER**  
**(Changed 30 Apr 20)**

**1. Special Duty Summary.** Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

**2. Duties and Responsibilities:**

2.1. For RegAF, related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, Squadron Operation NCO, Special Warfare Recruiter, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor. For AFR, related duties include In-Service Recruiters (to include In-Service/Line Recruiters), Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7. For ANG, related duties include Advanced Recruiting.

2.2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active-duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.

2.3. Develops publicity programs. Plans, directs, and evaluates sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes copy and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.

2.4. Develops community relations programs. Plans, organizes, and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups, and local organizations in support of recruiting objectives.

2.5. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

**3. Special Duty Qualifications:**

3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

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

3.3. Training. Not used.

3.4. Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience. 24 months experience for ANG only.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Must be qualified in a valid Air Force Specialty Code (AFSC).

3.5.1.2. See attachment 4 for additional mandatory entry requirements.

3.5.2. For award and retention of this SDI:

3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.

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

3.5.2.4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.

3.5.2.5. Must attain/maintain training standards and task certifications according to specific duty position JQS.

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

3.5.2.7. 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.

**Utilization note (RegAF only):** Award of this SDI is only authorized when an airman is filling a funded 8R200 unit manpower document (UMD) authorization. When the member is filling a valid 8R200 UMD authorization, 8R200 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. Once the member is no longer filling a valid 8R200 UMD authorization, 8R200 is no longer authorized as the Control and Duty AFSC but will remain as an awarded (secondary, third or fourth) AFSC IAW AFMAN 36-2100, unless the member is disqualified from the SDI then it will not remain as an awarded AFSC. Further, 8R200 is not authorized for award as the PAFSC when filling a funded 8R200 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R200 duties but not filling a funded 8R200 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFMAN 36-2100, *Military Utilization and Classification*. Use Outside of Control AFSC.