



DEPARTMENTS OF THE ARMY AND AIR FORCE

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

Announcement Number: 24-040

POSITION TITLE: Enlisted Accessions Recruiter	AFSC 8R000	OPEN DATE: 14 June 2024	CLOSE DATE: 9 July 2024
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UNIT OF ACTIVITY/DUTY LOCATION: JFHQ, Baton Rouge, Louisiana	GRADE REQUIREMENT: Min: E-6 Max: E-6
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SELECTING SUPERVISOR: SMSgt Corey Gardner	Position Number 0723256
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AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold 8R000**)

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

*** 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 / 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 8R000

ENLISTED ACCESSIONS 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. Conducts recruiting program. Responsible for interviewing, screening, testing, and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.
- 2.2. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio, and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.
- 2.3. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business, and industry officials to enhance the prestige of the Air Force in the community.
- 2.4. Plans and performs recruiting activities. Maintains market data. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
- 3.2. Education. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.
- 3.3. Training. For retention, completion of the recruiter course is mandatory.
- 3.4. Experience. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
- 3.5. Other. The following are mandatory:
- 3.5.1. For entry:
- 3.5.1.1. For RegAF position, approved candidate on the developmental special duty nomination list.
- 3.5.1.2. E-4 with Airman Leadership School completed (AFR and ANG only) or E-5 through E-7.
- 3.5.1.3. Skill level commensurate with grade.
- 3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- 3.5.1.5. Nominative CC/CCMs must ensure candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day-to-day supervision.
- 3.5.1.6. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations".
- 3.5.1.7. For RegAF, score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months. For AFR/ANG, score 80 or above of the last two fitness test and have no current fitness exemptions.
- 3.5.1.8. For RegAF and ANG, no record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years. For AFR, must be approved by the Air Force Reserve Command (AFRC) Recruiting Service Commander after review of a mandatory background check by AFRC Judge Advocate for uniform code of military justice actions.
- 3.5.1.9. See attachment 4 for additional mandatory entry requirements.
- 3.5.2. For entry and retention:
- 3.5.2.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.
- 3.5.2.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- 3.5.2.3. No record of conviction by summary, special, or general courts-martial.
- 3.5.2.4. 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.
- 3.5.2.5. Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.
- 3.5.2.6. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.7. For AFR, Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8R000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLIC) according to AFI 31-501, Personnel Security Program Management.

3.5.3. For retention, must attain/maintain training standards and task certifications according to specific duty position JQS and in accordance with AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.

4. Utilization note (RegAF only):

4.1. Award of this SDI is only authorized when an airman is filling a funded 8R000 unit manpower document (UMD) authorization. When the member is filling a valid 8R000 UMD authorization, 8R000 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. The CAFSC will be updated after the member graduates from the formal school and signs into the new duty position (this is the same time the DAFSC changes). If there is no formal school, then the CAFSC will be updated using the same effective date as the DAFSC. Once the member is no longer filling a valid 8R000 UMD authorization, 8R000 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, 8R000 is not authorized for award as the PAFSC when filling a funded 8R000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8R000 duties but not filling a funded 8R000 UMD authorization will have no change in their awarded and control AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AAFMAN 36-2100, *Military Utilization and Classification*. Use Outside of Control AFSC.