



DEPARTMENTS OF THE ARMY AND AIR FORCE

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

Announcement Number: 25-058

POSITION TITLE: Tactical Aircraft Maintenance	AFSC 2A373	OPEN DATE: 17 September 2025	CLOSE DATE: 8 October 2025
UNIT OF ACTIVITY/DUTY LOCATION: 159 th Aircraft Maintenance Squadron, New Orleans, Louisiana			GRADE REQUIREMENT: Min: E-5 Max: E-7
SELECTING SUPERVISOR: MSgt Paul Gegenheimer	Position Number 1133583		

AREAS OF CONSIDERATION

On-board LA ANG AGR (Must hold *2A3X3)

Louisiana Air National Guard members (Must hold *2A3X3)

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 Selection Official has requested the following documents. While applications that do not include these documents will not be disqualified by HRO, their omission may negatively impact the selection process.

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

ACTIVE GUARD AND RESERVE REQUIREMENTS

AGR Program Entry and Tour Guidelines – LA ANG

- **Initial AGR Tours:** Initial tours with the Louisiana Air National Guard (LA ANG) may not exceed five (5) years. AGR tours cannot extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).
- **Fitness Requirements:** Applicants must meet the minimum requirements in each fitness component and achieve a composite score of 75 or higher to qualify for entry into the AGR program. Members with a documented Duty Limitation Code (DLC) that prevents completion of one or more components of the Fitness Assessment must have an overall rating of "Pass."
- **Medical and Readiness Requirements:**
 - Selected individuals must meet medical qualifications outlined in AFI 48-123, Medical Examination and Standards.
 - Members must be current in all Individual Medical Readiness (IMR) requirements, including immunizations.
 - RCPHA/PHA and dental exams must have been completed within 12 months prior to AGR tour start.
 - An HIV test must be completed within six (6) months of the tour start date.
- **Overgrade Assignments:** Enlisted Airmen voluntarily accepting a position that results in an overgrade must submit a written voluntary demotion letter with their application, in accordance with ANGI 36-2503, Administrative Demotion of Airmen. The application package will not be processed without this documentation.
- **AFSC Qualification:** If the selected applicant does not currently possess the required AFSC, they must complete all required training and meet assignment criteria within 12 months of assignment. Failure to do so may result in termination of the AGR tour. Extensions beyond the 12-month period will be considered only if delays are beyond the applicant's control.
- **For additional details, please refer to ANGI 36-101, Active Guard Reserve Program.**

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 UFPD. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS ORDER" section above.**

Application Documents Order:

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

EMAILING REQUIREMENTS:

Consolidate all required documents into **ONE single PDF** (*adobe portfolio is not accepted*). To preserve signatures, consider printing signed documents to PDF before combining files. **Name the PDF file as follows: Last Name, Announcement Number, Position Title.**

Example: Doe, 25-XXX

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

Example: Doe,25-XXX, Tactical Aircraft Management

Email Application Package to: nq.la.laarnq.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 are encouraged to contact HRO for an initial review of their application and to confirm receipt prior to the closeout date. When submitting applications via email, please ensure to request a delivery receipt. DSN 278-8753/8754 or Commercial 504-278-8753/8754 cassie.l.ellis.mil@army.mil / khisha.m.donald.mil@army.mil. Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: The selecting supervisor is responsible for contacting qualified applicants to schedule interviews. Once the Human Resources Officer (HRO) approves the selection package, the HRO will issue a notification letter to the Hiring Official. The Hiring Official is then responsible for notifying all applicants of their selection or non-selection. Please note: The selection is not considered final until the ANG AGR Manager has provided formal approval to the Hiring Official.

THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants are protected under Title VI of the Civil Rights Act of 1964. Eligible candidates will be considered without regard to race, color, religion, gender, national origin, or any other non-merit-based factor.

Note: Due to assignment restrictions in certain units and specific AFSCs/MOSs, some positions may have gender-specific requirements.