DEPARTMENTS OF THE ARMY AND AIR FORCE

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

Announcement Number: 26-030

POSITION TITLE:	AFSC	OPEN DATE:	CLOSE DATE:
Talent Acquisition	3G071	6 March 2026	27 March 2026

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
JFHQ, New Orleans, Louisiana	**Min:** E-4 **Max:** E-6

SELECTING SUPERVISOR:	Position Number	
SMSgt Christopher Barraco	1161115	**One Time Occasional Tour - NTE 30 SEP 2026**

AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold *3G0X1 or able to retrain**) **and**
Louisiana Air National Guard members (**Must hold *3G0X1 or able to retrain**)

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 UFPM. 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, 26-XXX

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

Example: Doe,26-XXX, Talent Acquisition

Email Application Package to: **ng.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.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.

CEM Code 3G000
AFSC 3G091, Superintendent
AFSC 3G071, Craftsman
AFSC 3G051, Journeyman
AFSC 3G031, Apprentice
AFSC 3G011, Helper

TALENT ACQUISITION
(Established 30 Apr 25)

1. **Specialty 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 and manages recruiting programs. 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 and commissioning. 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 applicants. 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. 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 training to include specialty marketing equipment and hands-on television and radio station spots. Conducts training and evaluates 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 and oversees 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 and oversees 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. Runs reports, conducts data analytics, and reports key production indicators to leadership.

3. **Special Duty Qualifications:**
3.1. Knowledge. Understanding of the organization, mission, and accession policies of the United States Air Force is mandatory.
3.2. Education. For entry into this specialty, completion of high school or general educational equivalency is mandatory.
3.3. Training.
3.3.1. 3G011. Completion of the Basic Recruiting Course is mandatory. (All current Total Force Airmen with an awarded 8R SDI meet initial training requirements)
3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
3.4.1. 3G031. Successful completion of 8R000 recruiting tour. (Completion of Total Force Basic Recruiting Course, Lackland AFB)
3.4.2. 3G051. Qualification in and possession of AFSC 3G031. Also, 6 months in AFSC 3G031(All 8R SDIs with more than 6 months will be awarded 3G051)
3.4.3. 3G071. Qualification in and possession of AFSC 3G051. Also, completion of Flight Chief Course (Does not apply to the Air National Guard)
3.4.4. 3G091. Qualification in and possession of AFSC 3G071. Also, successful completion of Flight Chief tour. (Does not apply to the Air National Guard)
3.4.5. 3G000. Qualification in and possession of AFSC 3G091. (Does not apply to 8R SDIs E8 and E9s)

3.5. Other. The following are mandatory as indicated:
3.5.1. For entry into this specialty:
3.5.1.1. Must be qualified in a valid Air Force Specialty Code (AFSC) and possess the appropriate skill level commensurate with grade/rank. (Does not apply to 8R SDIs that have been downgraded due to DAFMAN36-2100 Table 2.15)
3.5.1.2. Must have a passing and current Fitness Assessment.
3.5.1.3. Must be in the grade of E-5 (Staff Sergeant) through E-7 (Master Sergeant). (Does not apply to Air National Guard)
3.5.1.4. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
3.5.1.5. Demonstrate the maturity and ability to operate in autonomous environments, without direct day to day supervision.

3.5.1.6. See attachment 4 for additional mandatory entry requirements.
3.5.2. For entry, award, and retention of this specialty:
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. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.
3.5.2.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct 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. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, *Computer Security.*

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
	3E4X3				38		J	3	3	3	2	2	3		
	3E5X1				49		G	3	3	3	2	2	3		
6-Jul-10	3E6X1				44		J	3	3	3	2	2	3		
30-Apr-20	3E7X1				57		N	1	1	1	2	2	1		X
30-Apr-22	3E8X1	2, 3					L	1	1	1	1	3	1		X
	3E9X1				62		H	2	2	2	2	2	1		X
31-Oct-25	3F0X1			59			G	2	3	3	2	2	2	X	X
30-Apr-24	3F1X1				30		H	3	3	3	3	3	3		
30-Apr-18	3F2X1			62			G	3	3	3	3	3	3		
31-Oct-17	3F3X1				66		G	3	3	3	2	3	3		
31-Oct-17	3F4X1	1		41	44		G	3	3	3	3	3	1		
30-Apr-23	3G0X1						G	2	2	2	3	2	1		
	3H0X1				72		G	3	3	3	2	3	3		X
31-Oct-20	3N0X6				72		J	2	2	2	2	1	1		X
30-Apr-23	3N1X1X	1		21	24		F	3	3	3	2	3	2		
30-Apr-23	3N2X1	1		21	24		F	3	3	3	2	3	2		
30-Apr-23	3N3X1	1		21	24		F	3	3	3	2	3	2		
31-Oct-18	3P0X1				30		K	2	2	2	1	2	1		X
31-Oct-25	3P0X1A				30		K	2	2	2	1	2	1		X
16-Nov-09	3P0X1B		35				K	2	2	2	1	2	1		X
	4A0X1				44		G	3	3	3	2	3	3		
30-Apr-18	4A1X1			48			H	3	3	3	3	2	3		
	4A2X1	2	60			70	H	2	2	2	3	3	1		
1-Aug-12	4B0X1				49		L	3	3	3	3	2	3		
31-Oct-24	4C0X1			43			G	2	2	2	2	3	1		
	4D0X1				44		G	3	3	3	2	3	2		
30-Apr-18	4E0X1			48			H	3	3	3	2	2	2		
30-Apr-22	4H0X1				50		G	3	3	3	3	3	3		
30-Apr-23	4J0X2			60			G	1	1	1	2	2	1		
30-Apr-23	4J0X2A			60			G	1	1	1	2	2	1		
8-Jul-10	X4N0X1				50		K	1	1	1	1	2	1		
8-Jul-10	4N0X1				55		G	2	2	2	2	2	1	X	
30-Apr-23	4N0X1B				44		G	2	2	2	2	2	1		
30-Apr-23	4N0X1C				44		G	2	2	2	2	2	1		
30-Apr-20	4N0X1D				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1F				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1G				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1H				50		G	2	2	2	2	2	1		
31-Oct-20	4N1X1				44		G	3	3	2	3	3	3	X	
30-Apr-25	4N1X1B				44		G	3	3	2	3	3	3		
30-Apr-25	4N1X1C				44		G	3	3	2	3	3	3		