



DEPARTMENTS OF THE ARMY AND AIR FORCE

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

Announcement Number: 26-062

POSITION TITLE:

Talent Acquisition

AFSC

3G071

OPEN DATE:

29 October 2026

CLOSE DATE:

19 November 2026

UNIT OF ACTIVITY/DUTY LOCATION:

JFHQ, New Orleans, Louisiana

GRADE REQUIREMENT:

Min: E-4

Max: E-6

SELECTING SUPERVISOR:

SMSgt Christopher Barraco

Position Number

0723256

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.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 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 26)

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 ★Executes recruiting and retention operations to meet Air National Guard end-strength objectives. Identifies, engages, and counsels prospective applicants; guides them through processing and accession; and actively works to retain qualified Airmen in service. Represents the Air National Guard within communities, builds partnerships, and ensures applicants and members receive accurate information and professional support throughout their career entry or continuation process. Identifies, contacts, and builds relationships with potential applicants through digital platforms, community events, referrals, and targeted outreach. Maintains regular follow-up to develop interest and move prospects toward accession. Related duties include Recruiting and Retention Senior Enlisted Leader (RRSEL), Recruiting Production Superintendent (RPS), Flight Chief (FC), Retention Office Manager (ROM), Recruiting and Retention Non-Commissioned Officer (RRNCO), Training and Evaluations Non-Commissioned Officer (TENCO), Marketing Non-Commissioned Officer, Recruiting School House Instructor, In-Service Recruiter (ISR), National Guard Bureau Statutory Tour positions, and Production Recruiter and Retainer (PRR).
- 2.2. ★Provides accurate information on Air National Guard opportunities, benefits, service obligations, and career fields. Conducts interviews, determines qualifications, and matches applicants to mission needs and available vacancies.
- 2.3. ★Guides applicants through the entire process from initial contact to accession, including eligibility screening, scheduling, coordination with MEPS, and final swearing-in. Ensures accuracy of required documentation and timeliness of administrative actions.
- 2.4. ★Represents the Air National Guard at school, job fairs, sporting events, and community activities to build awareness and generate interest in service. Maintains a professional, approachable presence that reflects organizational values.
- 2.5. ★Conducts retention interviews, council members on re-enlistment options, incentives, and benefits, and assists with career planning to retain qualified personnel in the Air National Guard.
- 2.6. ★Works closely with wing/unit leadership, operations, and support agencies to match applicants with unit vacancies and ensure smooth integration. Coordinates with marketing teams and other recruiters to maximize outreach and conversion.
- 2.7. ★Maintains accurate records in authorized systems of record, ensures regulatory compliance and follows established procedures and policies throughout the recurring and retention process.
- 2.8. ★Meets or exceeds assigned recruiting and retention goals while maintaining the highest standards of professionalism and integrity in representing the Air National Guard.

3. ★Special Duty Qualifications:

- 3.1. ★Knowledge. Understanding of the Air Force and Air National Guard organizational structure, policies, and personnel management procedures. Understanding of recruiting and retention principles, including marketing, public relations, and counseling techniques.
- 3.2. ★Education. For entry into this specialty, completion of high school or general educational equivalency is mandatory.
- 3.3. ★Training.
 - 3.3.1 ★3G031. Completion of the Basic Recruiting Course is mandatory. (All current Total Force Airmen with an awarded 8R SDI meet initial training requirements).
 - 3.3.2. ★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).
 - 3.3.3. ★3G071. Qualification in and possession of AFSC 3G051. Also experience in recruiting and retention operations with a minimum of 24 months (all 8R2 SDIs transferring will be awarded 3G071).
 - 3.3.4. ★3G091. Qualification in and possession of AFSC 3G071. Also experience in recruiting and retention operations at supervisory level with a minimum of 36 months in related duties to include Flight Chief, Retention Office Manager, Recruiting and Retention NCO, Training and Evaluations NCO, Recruiting School House Instructor, In-Service Recruiter, or NGB Statutory Tour Position (all 8R3 SDIs transferring will be awarded 3G091).
 - 3.3.5. ★3G000. Qualification in and possession of AFSC 3G091. (Does not apply to 8R SDIs E8 and E9s).
- 3.4. ★Experience. For entry prior qualification at the 5-skill level in any AFSC is mandatory.
- 3.5. ★Other. The following are mandatory as indicated:
 - 3.5.1. ★E-4, with Airman Leadership school completed. Or E-5 through E-6.3.5.2 Skill level commensurate with grade.
 - 3.5.2. ★Skill level commensurate with grade.
 - 3.5.3. Outstanding in appearance, military bearing, professional military image and conduct both on and off duty.
 - 3.5.4. ★Candidates must demonstrate the maturity and ability to operate in autonomous environment without day-to-day supervision.
 - 3.5.5. ★Must not have referral EPB in the last 3 years.

- 3.5.6. ★ Score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months.
- 3.5.7. ★ No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.
- 3.5.8. ★ See attachment 4 for additional mandatory entry requirements.
- 3.6. ★ For entry and retention:
 - 3.6.1. ★ No unresolved emotional instability, personality disorder, or other mental health problems.
 - 3.6.2. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
 - 3.6.3. ★ No record of conviction by summary, special, or general courts-martial.
 - 3.6.4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in DAFI 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.
 - 3.6.5. ★ Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with DAFI 24-301, Ground Transportation.
 - 3.6.6. Must maintain local network access IAW DAFI 17-130, Cybersecurity Program Management and DAFMAN 17-1301, Computer Security.
 - 3.6.7. Must attain/maintain training standards and task certifications according to specific duty position(s) Recruiting and Retention AFJQS.

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
	3E5X1				49		G	3	3	3	2	2	3		
30-Apr-26	3E6X1			40	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	2			30		K	2	2	2	1	2	1		X
30-Apr-26	3P0X1A				30		K	2	2	2	1	2	1		X
30-Apr-26	3P0X1B		35		30		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		
26-Apr-26	4B0X1				51		G	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		
	4N1X1D				44		G	3	3	2	3	3	3		