



NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)



POSITION TITLE:	AFSC	OPEN DATE:	CLOSE DATE:
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UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT: Min: Max:
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SELECTING SUPERVISOR:		
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AREAS OF CONSIDERATION

MAJOR DUTIES

INITIAL ELIGIBILITY CRITERIA

ACTIVE GUARD AND RESERVE REQUIREMENT

TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

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SPECIAL ANNOUNCEMENT CRITERIA

APPLICATION PROCEDURES

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non- selection.

THE NEW JERSEY 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 some positions may have gender restrictions.

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

TALENT ACQUISITION

(Established 31 Oct 19)

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.
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
 - 3.4.1. 3G031. Successful completion of 8R000 recruiting tour.
 - 3.4.2. 3G051. Qualification in and possession of AFSC 3G031. Also, 6 months in AFSC 3G031
 - 3.4.3. 3G071. Qualification in and possession of AFSC 3G051. Also, completion of Flight Chief Course
 - 3.4.4. 3G091. Qualification in and possession of AFSC 3G071. Also, successful completion of Flight Chief tour.
 - 3.4.5. 3G000. Qualification in and possession of AFSC 3G091.
- 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.
 - 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).
 - 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.