

AIR NATIONAL GUARD
Force Support Squadron
187TH FIGHTER WING, MONTGOMERY, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #22-037

OPEN DATE: 22 JULY 2022

EXPIRATION DATE: 21 AUGUST 2022

This announcement is open to all current members of the Alabama Air National Guard and those eligible for membership in the Alabama Air National Guard.

Number of Positions:	1
Title:	Base Education & Training Manager (BETM)
Position Number:	0084048934
Minimum/Maximum Grade Authorized:	TSgt - SMSgt
Required ASVAB	Admin: 62
Duty AFSC:	3F2X1
Security Clearance: Unit/Duty	Secret
Location:	187 th Fighter Wing Force Support Squadron Montgomery, Al

Selecting Official: CMSgt Tony O. Mathews

For more information about this position or the unit of assignment, please call: 334-394-7569

Promotion to the highest grade may not be supported by the units manning authorizations.

Promotion to the grade E-8 is contingent on the availability of a control grade.

APPLICATION REQUIREMENTS

NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position; Dated 11 Nov 13)

- Announcement number and position title must be annotated on the form (i.e. 21-XXX).

Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)

- RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF)
- Select Record Review and Print/View All pages (vMPF instructions)

Report of Individual Fitness (Must Be Current)

- myFitness Report: Must be Current and passing.

AF Form 422, Physical Profile Serial Report

- Must be signed and validated within 12 months from your Medical Group (working copy is acceptable)

DD 214 (Certificate of Release or Discharge from Active Duty)

- Former Active Duty members only

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

Mail, hand carry, or email completed application packages to:

JFHQ-AL MDM
ATTN: MSG JIMMY L. ACOFF
jimmy.l.acoff.mil@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711

All emailed packages must be in a single PDF

DUTIES AND RESPONSIBILITIES: The information below was taken for the AFECD, 30 Apr 22

(https://mypers.af.mil/app/answers/detail/a_id/7504/kw/afecd).

EDUCATION AND TRAINING

(Changed 31 Oct 20)

1. Specialty Summary. Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 157000.

2. Duties and Responsibilities:

2.1. Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops tests and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions. Proctors exams. Maintains and controls testing materials.

2.2. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates contingency task training.

2.3. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

3.2. Education. For entry into this specialty, completion of high school or higher education level is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.

3.3. Training. For award of AFSC 3F231, completion of the basic E&T course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 3F251. Qualification in and possession of AFSC 3F231. Also, experience conducting or developing education or training programs.

3.4.2. 3F271. Qualification in and possession of AFSC 3F251. Also, experience conducting, supervising, or developing education or training programs.

3.4.3. 3F291. Qualification in and possession of AFSC 3F271. Also, experience managing education or training activities.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).

3.5.1.2. Minimum grade E-4. 3.5.1.2.1. For ARC, minimum grade E-4. ARC retraining packages are approved by respective ARC 3F2XX Career Field Manager.

3.5.1.3. For RegAF, written recommendation for retraining approval from the senior installation 3F2XX and retraining package (to include retraining recommendation memorandums) must be reviewed and approved by the Air Force 3F2XX Career Field Manager.

3.5.1.4. Retraining into the 3F2X1 career field within the Air Force Reserve is restricted to the grades of E-7 and below.

3.5.1.5. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, ability to speak distinctly.

3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

The information below was taken from ANGI 36-101, 21 April 2022.

5.1. Accession Standards. Reference this Chapter and [Attachment 2](#), AGR Eligibility Checklist, to assist in the accession of an AGR (to include occasional and AGR deployment backfill tours). Members selected for AGR tours must meet the medical retention standards outlined in DAFMAN 48-123 and the USAF Medical Standards Directory. An Airman with a Mobility Restriction annotated on an AF Form 469 at the time of his/her AGR package evaluation will not be eligible to start an AGR order. However, selection of a member is possible if the member is medically cleared of any Mobility Restricting Duty Limiting Condition (DLC) prior to starting an AGR order in accordance with AFI 48-133, *Duty Limiting Conditions*. AGR accession package evaluations require the SAS, or delegated Flight Surgeon/Provider, certifying authority approval on an AF Form 422 prior to starting an AGR order in accordance with DAFMAN 48-123.

5.1.1. A pregnant Airman may be accessed into the AGR program, to include for the purpose of an occasional tour, with the concurrence of the commander and HRO.

5.1.2. An Airman with an approved, duty-restricting shaving waiver for Pseudo Folliculitis Barbae may be accessed into the AGR program, to include for the purpose of an occasional tour, with concurrence from medical, the commander, and the HRO. Facial hair must be grown out naturally, any shaping or styling of the facial hair is not allowed, and the facial hair cannot interfere with the wear of any personal protective gear, such as a gas mask, or the performance of duties. If this should happen, the member's ability to safely perform duties is compromised and the member may require an evaluation to determine fitness for military duties in accordance with AFI 44-102, *Medical Care Management* and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5.1.3. An Airman may still be accessed into the AGR program if they have a Duty Restriction, Fitness Restriction, and/or "Deployable with Limitation" DLC provided the restriction does not preclude satisfactory performance of required military duties of the Airman's office, grade, rank, or rating in accordance with DAFMAN 48-123 and AFI 48-133.

5.2. Air Force Specialty Code (AFSC) Requirements. The intent of the AGR program is to assess AFSC-qualified individuals. If an applicant is selected who does not possess the AFSC, the member must sign an agreement to retrain including the statement in [paragraph 5.2.1.1](#).

5.2.1. Retraining. Enlisted Airmen currently serving in an AGR status may be selected for a vacant, AGR position on the UMD without the awarded duty AFSC subject to the following restrictions:

5.2.1.1. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096, *Classification/On-The-Job Training Action*:

"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour."

The AF Form 2096 must be accomplished before the orders are published.

5.2.1.2. If the Airman fails to successfully complete the required formal training in accordance with DAFI 36-2670, *Total Force Development* and AFMAN 36-2100, *Military Utilization and Classification*, or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

5.2.1.3. Individuals must continue to progress in training in accordance with DAFI 36-2670 and AFMAN 36-2100, to a skill-level compatible with their UMD assignment. Airmen who do not progress to the next skill-level will be removed from AGR status.

5.2.1.4. Airmen approved for retraining may incur a Reserve Service Commitment in accordance with AFMAN 36-2100 upon completion of training.

5.3. Grade. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference [paragraph 6.6](#) for proper assignment to a position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

5.4. Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Physical Fitness Program*. 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 DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

5.6. Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation. Extensions to orders while awaiting security clearance adjudication will be considered on a case-by-case basis and must be submitted through TAG or CG, or designee, to NGB/A1PP for consideration.

5.6.2. If a Top Secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top secret information, the Airman must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in [Attachment 3](#). The HRO will maintain the completed, signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:

- Must be a member or eligible to become a member of the Alabama Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retain-ability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECD/AFOCD

ADDITIONAL DUTIES

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD). AGR tour lengths in the State of Alabama are at the discretion of the Group Commander. Initial tours will not exceed 6 years. To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel vMPF RIP. If your ASVAB score does not meet the minimum required IAW AFECD Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.