

AIR NATIONAL GUARD
Joint Force Headquarters
187th FIGHTER WING, MONTGOMERY, ALABAMA
117th AIR REFUELING WING, BIRMINGHAM, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25 - 02

OPEN DATE: 29 JANUARY 2025

EXPIRATION DATE: 3 MARCH 2025

OPEN TO: NATIONWIDE

Number of Positions: 1

Position Title: EDUCATION TRAINING TECHNICIAN

Func Code: 45B100

PEC#:55296D

UMDA Position #: 084048934

AFSC:3F2X1

ASVAB REQUIRED: A-62

Grade: MSGT- SMSgt

Security Clearance: Secret

Duty Location: 187th Fighter Wing Montgomery, Al

Selecting Official: Lt Col Leann Chavers

HRO Remote: MSgt Vernon Harris

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #

APPLICATION REQUIREMENTS

Signed NGB Form 34-1, [NGB Forms](#)

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

AF Form 422: Must be signed and verified within 6 months from your Medical Group

Air Force Fitness Management System II (AFFMS II) Fitness Report: Must be Current and passing

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.

Email completed application packages to:

JFHQ-AL MDM

ATTN: MS. CALNECIA GREGG

ng.al.alarng.list.j1-air-mdm@army.mil

P.O. Box 3711

Montgomery, AL 36109-0711

All emailed packages must be in a single PDF

JOB INTRO/TITLE:
EDUCATION TRAINING TECHNICIAN
(Changed 30 Apr 24)

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.

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.

Specialty Qualifications:

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*.

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, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.
- Member must have retainability 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 DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) 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 Squadron Commander.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101
- 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 RIP.

- 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*.

APPLICATION INSTRUCTIONS

***APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.
 ***** INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED ********

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

- Current AGR members and those who wish to become an AGR must submit the following:
- AGR Eligibility Checklist found in ANGI 36-101 (**see below**).
- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013
- Announcement number and position title must be annotated on the form
- Download the current form version from;
- <http://www.ngbpcdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>
- Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores. RIP can be obtained from the servicing Force Support Squadron (FSS)
- In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF) Select ‘Record Review’, and then ‘Print/View All Pages’
- Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)
- AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)
- ALANG - Air Technicians interested in converting to AGR status:
- Selection for the advertised position does not constitute acceptance into the AGR program.
- Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial. The information below was taken from ANGI 36-101, 21 April 2022.

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 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 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)

5.7. 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](#).