



ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 25-019b

POSITION TITLE: Base Education & Training Manager	AFSC 3F291	OPEN DATE: 06 Nov 2024	CLOSE DATE: 06 Dec 2024
UNIT OF ACTIVITY/DUTY LOCATION: 176th Force Support Squadron, Joint Base Elmendorf Richardson, Alaska		GRADE REQUIREMENT: Min: E7 Max: E8	
SELECTING SUPERVISOR: Maj Yutashea J. Zirkle	Position Number 0706561	* Contingent on Controlled Grade Availability	

AREAS OF CONSIDERATION

- On-board AK ANG AGR (Must Hold 3F or 8R AFSC)
- Alaska Air National Guard members (Must hold 3F or 8R AFSC)
- Nationwide military members eligible for membership in the AKANG (Must hold 3F2 AFSC)

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 be able to obtain: Secret
 - Aptitude Requirement: Admin 62
 - PULHES: 33333
 - Strength requirement: Demonstrated ability to lift 40 lbs

PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Resume
2. Cover Letter
3. Last three (3) EPRs/EPBs
4. At least one (1) Letter(s) of Recommendation

ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.

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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

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 into controlled grade positions is contingent on availability/state allocation of controlled grades. Selection into higher graded positions IS NOT a promise of promotion
- In accordance with AKANG Enlisted Force Management Policy Letter 19-03 (3 December 2018), applicants for AGR positions must meet required amounts of Total Active Military Service (TAFMS) to fill enlisted positions:
- E-8 Must possess eleven (11) years or more of TAFMS (waivers apply)
 - E-9 Must possess fourteen (14) years or more of TAFMS (waivers apply)

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. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.aspx>
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" section above.

Use AGR Application Instructions from DMVA website (first line under Application)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 22-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 22-XX

Email Application Package to: ng.ak.akarng.mbx.hro-agr@ARMY.mil

** Applications will be accepted through DoD SAFE if standard email procedures do not work**

- DoD SAFE <https://safe.apps.mil/>

IF A PASSPHRASE IS CREATED, YOU MUST ENSURE TO INCLUDE THAT IN THE NOTE SECTION PRIOR TO SUBMISSION.

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

DSN 317-384-4467 or Commercial 907-428-6467 or DSN 317-384-4247 or Commercial 907-428-6247

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by the HRO-AGR Manager.

THE ALASKA 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/MOS some positions may have gender restrictions.

CEM Code: 3F200
 AFSC 3F291, Superintendent
 AFSC 3F271, Craftsman
 AFSC 3F251, Journeyman
 AFSC 3F231, Apprentice
 AFSC 3F211, Helper

★ EDUCATION AND TRAINING

(Changed 31 Oct 24)

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. Experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions (if applicable).

3.4.2. ★3F271. Qualification in and possession of AFSC 3F251. Experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions (if applicable).

3.4.3. 3F291. Qualification in and possession of AFSC 3F271. Experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions (if applicable).

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). Note: For ARC, sister service applicants do not need to meet this requirement. Applicants must meet all other requirements.

3.5.1.2. Minimum grade E-4.

3.5.1.3. ★For RegAF, retraining applicants must shadow a 3F251 or 3F271 who has been appointed by the Base Functional Manager (BFM) for 5 duty days. The days a member shadows do not need to happen consecutively, but all 5 days must be completed before the BFM endorses the interview/recommendation letter.

3.5.1.3.1. ★Shadowing topics will include: OJT rosters, TPM briefing, training systems updates, CDC Administration, workcenter visits, Microsoft office applications.

3.5.1.3.2. ★Members who have performed Additional Duty Unit Training Manager (ADUTM) duties within the last year are exempt (documented on BFM recommendation letter).

3.5.1.3.3. ★If a BFM determines that a prospective trainee is not a good fit for the career field, and does not intend to recommend them for retraining into the 3F2X1 AFSC, the BFM does not have to coordinate the job shadow days.

3.5.1.4. For RegAF and AFRC, written recommendation for retraining approval from the Base 3F2X1 Functional Manager and retraining package (to include retraining recommendation memorandums) must be reviewed and approved by the Air Force 3F2XX Career Field Manager. Note: AFRC retraining packages are approved by respective AFRC 3F2 MAJCOM Functional Manager.

3.5.1.5. Retraining into the 3F2X1 career field within the ARC is restricted to the grades of E-7 and below. Note, for the ANG, members assigned to the Wing 3F2 Functional Manager position or Base Training Manager position must have a minimum of 24 months as a 3F271.

3.5.1.6. 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*.

★**Note for ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.