

Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Announcement Number: AGR-16-78

AGR applicants only need to apply to this announcement for consideration.

Open Period: 15 September 2016 to 20 September 2016

Open Areas of Consideration: **In-service (Onboard AGR)**

This vacancy announcement is open to all presently employed permanent Active Guard Reserve (AGR) at the wing.

Appointment Factors (those that may apply): **MSgt/E-7 to SMSgt/E-8**

Authorization for a controlled grade is required for SMSgt/E-8 positions. Promotion will be based on availability of the resource.

Position Information

Title: Education and Training Superintendent

Grade: SMSgt/E-8

DAFSC: 3S291

Position #/s: (0148) 0070648234

Unit / Duty Location: 136 AW, NAS JRB, Fort Worth, TX

Funding Availability: AGR Funded

Concurrently Advertised: Traditional/DSG @ <https://tmd.texas.gov/air-traditional>

SUMMARY

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.

Duties and Responsibilities:

- 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.
- 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.
- 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.

QUALIFICATION REQUIREMENTS

- **Not a cross-training opportunity**
- Qualification in and possession of AFSC **3S271** is required.
- **Must have completed SNCO academy by closing date of announcement**

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

- **NGB Form 34-1, (dated 11NOV2013, Previous Editions are Obsolete), Application for Active Guard/Reserve (AGR) Position.** **Announcement number and position title** (i.e. AGR-16-XX, etc.) ***must*** be annotated on the form.
- Copy of **Records Review RIP** **within last 30 days**. May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
- **AF Form 422, Notification of Air Force Member's Qualification Status** **validated within the last 12 months** (required), and **AF 469, Duty Limiting Condition Report** (if applicable).
- **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment** ***must*** be **no more than 12** months old. For Air Force/Air National Guard you can obtain your fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. 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 Fitness Assessment, an overall "Pass" rating is required.
- **Military biography** IAW AFH 33-337
- **Personal letter of intent** IAW AFH 33-337, outlining career goals and objectives
- **Commander endorsement memorandum** (agreeing to release member; stating fitness standards; government travel card statement; stating not pending adverse action)
- DD Form 214s (if applicable)
- Other documents (EPRs, etc.) are optional.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address:

ng.tx.txarng.list.hro-agr-air@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified. **Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/ mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.** Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed no earlier than three business days prior to the close out date. Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "**Update Last Name-AGR-16-XX**")

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.