

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

Announcement Number: **AGR-25-131**

Open Period: **21 April 2025 – 20 May 2025 (30 Day Announcement)**

Areas of Consideration: **Nationwide (Open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard)**

Title: **Education & Training Craftsman**

Rank/Grade: **SSgt/E-5 Immediately Promotable NTE TSgt/E-6**

AFSC: **3F271**

Position Number: **0116072934 (0148)**

Location: **149 FW, 203 GCTS, Fort Bliss, El Paso, TX**

Funding Availability: **AGR Funded**

PCS: **Authorized**

REMARKS:

- **Trainees Accepted.** Mandatory AFSC Entry Requirements: ASVAB, A=62 and PULHES = 3 3 3 3 3 3
- IAW ANGI 36-101, Uniformed Services Employment and Reemployment Rights Act (USERRA) Restoration Rights. Employees who separate from full-time civilian employment (to include military technicians) to enter the AGR program have restoration rights according to the provisions identified in the 38 USC § 4301. Further, Military technicians who separate from technician employment to enter the AGR program or accept an ANG Title 10 Statutory Tour have restoration rights in accordance with CNGBI 1400.25, Vol. 213, National Guard Technician and Civilian Personnel Excepted Service Employment. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high 3 years of income for federal civil service retirement computation. Exceptions to this policy will not be considered. NGB/A1M will not allocate additional resources to accommodate restoration to technician status.

POSITION QUALIFICATIONS

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.

Special 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. Familiarization with computer programs such as Microsoft Word, Excel and PowerPoint is recommended.
- 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.
- Training. For award of AFSC 3F231, completion of the basic E&T course is mandatory.
- Experience. The following experience is mandatory for award of the AFSC indicated:
- 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).
- 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).
- 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).
- Other. The following are mandatory as indicated:
- For entry into this specialty:
- 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.
- Minimum grade E-4.
- 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.
- Shadowing topics will include: OJT rosters, TPM briefing, training systems updates, CDC Administration, work center visits, Microsoft office applications.
- Members who have performed Additional Duty Unit Training Manager (ADUTM) duties within the last year are exempt (documented on BFM recommendation letter).
- 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.
- 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.
- 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.
- For entry, award, and retention of these AFSCs, ability to speak distinctly.

- 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*.

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)]. AGR accessions onboarding with their initial tour length reaching 20 years TAFMS are authorize tour length of 30 days after their 20 years TAFMS. If applicable, the unit commander will need to submit an TMD AGR Resource Management Exemption to Policy for AGR accession in which will result in initial tour length less than 4 years due to reaching 20 years TAFMS. The AGR accession will enter the AGR Continuation Board process upon reaching 19 years TAFMS for TAG determination of AGR continuation beyond 20 years TAFMS.
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 an accession in the AGR program, the individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INTERVIEW

Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel IS NOT AUTHORIZED. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

APPLICATION DOCUMENTS

REQUIRED:

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position**, dated 11NOV2013. Announcement Number & Position Title must be annotated on the form. (i.e. "AGR-25-XX") **Form must be either digitally signed or hand signed.**
2. **vMPF Report of Individual Person (RIP)**, dated within 60 days of closing date of announcement.
3. **myFSS > myFitness > "The Fitness Tracker Report"**, Applicants that provide their unofficial fitness assessment scoresheet or whose fitness test is not current through the closing date of the announcement will be automatically disqualified. Selectee must meet the minimum requirements for each fitness component in addition to an overall composite score of **75** or higher for entry into the AGR program. ** For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. If applicable (Enlisted applicants who are higher ranking to the advertised position): A signed memo to willingly take a demotion.

OPTIONAL:

5. Personal letter of intent IAW AFH 33-337, outlining career goals and objectives
6. DD214s, last three EPBs/OPBs, Resume, letters of recommendations
7. Current AF For 422, Preventative Health Assessment (PHA)
8. Military Biography

HOW TO APPLY

E-mail applications to: nq.tx.txarnq.mbx.hro-agr-air@army.mil / Subject Line: Last Name-Announcement Number (i.e., **Last Name-AGR-XX-XX**). Applications must arrive no later than 2359 CST on the closing date of the announcement.

Application package must be complete upon submission as **one single PDF**, with standard naming convention of Last Name-Announcement Number (i.e., **Last Name-AGR-XX-XX**) for the attachment. Applications submitted in portfolio will **NOT** be accepted. Applications submitted in pieces will **NOT** be accepted and automatically disqualified. Incomplete packages, packages not meeting mandatory requirements, or packages received after the closing date, as indicated on the job announcement, will **NOT** be considered.

If you need to update a previously submitted package before the closing 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-XX-XX**). Applications will be reviewed after the closing date.

Applications that are unable to be opened will be considered on a case-by-case basis and must be resolved within 24 hours after the closing date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close date. Questions about announcements can be e-mailed to: ng.tx.txarng.mbx.hro-agr-air@army.mil
Subject Line: Question-Announcement number (*i.e., Question-**AGR-XX-XX***)

TEXAS AIR NATIONAL GUARD

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

The Texas National Guard is an Equal Opportunity Employer.