



**DEPARTMENT OF THE AIR FORCE  
FLORIDA NATIONAL GUARD**

Office of the Adjutant General  
St. Francis Barracks, P.O. Box 1008  
St. Augustine, Florida 32085-1008



**NATIONWIDE**

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 005-17(M)**

**Open To: Anyone in the Air National Guard, Air Force Reserve or the United States Air Force who has the potential to become a member of the Florida Air National Guard.**

**Position Title:** Education and Training Superintendent

**Unit/Duty Location:** 125<sup>th</sup> FW, Jacksonville Fl.

**Open Date:** 25 October 2016

**Min/Max Grade Authorized/Required:** E7-E8

**Required AFSC:** 3S271/91

**ASVAB:** G: 59

**Duty AFSC:** 3S291

**Air AGR Manager:** MSgt Robin L. Reynolds (904) 823-0148 or e-mail [robin.l.reynolds4.mil@mail.mil](mailto:robin.l.reynolds4.mil@mail.mil)

**Number of Positions:** 1

**Close Date:** 23 November 2016

**Security Clearance:** Secret

**PULHES:** 333333

**Position Description:** Monitors and reviews all Formal School Requests to ensure they contain proper documentation and justification, and the applicant meets all prerequisites. Accomplishes formal training actions through the coordination with Unit Training Managers (UTMs), computer systems and products used to manage formal training programs statewide. Monitors and tracks Training Line Number (TLN) allocations, confirmations, substitutions, and cancellations. Manages Formal School Workday, DTS, AROWS, and SRR programs. Collects, consolidates and submits FY data call requirements for the State of Florida to HQ ANG OPR. Coordinates all school-related matters for 125th STUFT members. Maintains all facets of the 125th Fighter Wing Test Control Facility. Ensures E-exam tests remain current. Manages test facility during testing sessions, unlocks appropriate tests, maintains accountability of members, conducts exam briefings, manages paper-based testing, prepares & submits EOC results. Tracks CDSAR/AUSIS to ensure posting of test results. Notifies UTM & Unit Commander of "first-time" and "second-time" failures within 2 days of receipt and inform them of their required actions. Assists Unit Commander with counseling, if requested. Manages in-resident PME course requirement and submission packages. Primary point of contact for CCAF Administration. Publicizes CCAF material, changes, updates via training meetings, newsletters, and emails. Provides assistance to FLANG members concerning the use of the AF Portal and the AF Virtual Education Center to retrieve progress reports and transcripts. Receives and updates civilian college transcripts in MILPDS. Prepares the AF FM 968 and sends to CCAF to update members records and to request graduation certificate. Maintains files as appropriate. Responsible for conducting formal SAV visits on FLANG units as required. Schedules and conducts pre-visit briefings with unit commander and UTM. Performs SAV using MICT and the checklists provided from AFI 36-2201. Conducts out-brief, assists in preparing and writing formal report, and maintains files as appropriate. Ensures information on policy and procedures is accurate and current by researching AF pubs, web sites, CFETPs, higher HQs policy letters, and AFIADL on-line catalogs. Publicizes changes and updates via training meetings, newsletters, and emails. Provides advice & assistance to UTMs and commanders concerning course material and problems/questions using CDSAR and Air University websites and e-customer assistance. Assists UTMs with orderinCDC courses, exams, and extensions using the appropriate computer pgms. Maintains files as appropriate.

**Length of Tour:** IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a Probationary Period of 3 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

**Appointment:** The publication of AGR orders by HRO will be the official appointment into the Florida Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905.
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.

4. An applicant on a medical profile, to include pregnancy, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements as specified on Position Description.
6. Failure to maintain a **SECRET** security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. You must be in a military status to apply for an AGR position.
9. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.
12. IAW ANGI36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 18 months when in the best interest of the unit, State, or Air National Guard.
13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
14. IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.
15. Only Enlisted Airmen currently serving in a Fulltime AGR status within the state of Florida may be selected for a vacant UMD AGR position without the awarded duty AFSC and are subject to retraining restrictions.

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## APPLICATION REQUIREMENTS

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**Mailed applications must be sent to the address listed below:**

**MSgt Robin L. Reynolds**  
**ATTN: HRO Robert F. Ensslin Armory**  
**2305 State Road 207**  
**St. Augustine, FL 32086**

**Electronic Applications must be sent utilizing AMRDEC, URL is listed below.**

<https://safe.amrdec.army.mil/safe/>

**addresses below will be the recipients of the downloaded file, send to both.**

[robin.l.reynolds4.mil@mail.mil](mailto:robin.l.reynolds4.mil@mail.mil)

[patricia.c.sexton.mil@mail.mil](mailto:patricia.c.sexton.mil@mail.mil)

**DQ: include ONLY the required listed documentation. Additional documents will be removed and will not be forwarded to the selecting official.**

1. Applications must be received before the Close of Business (COB) on the closing date to be processed. Any missing requirements that are listed below will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted.
2. **NGB Form 34 -1** - ONE signed original (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV.
3. Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (VMPF) It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates.
4. **Must show ASVAB Test Scores and awarded AFSC(s).**
5. **AF Form 422** - Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants **MUST** submit this form. No other form will be accepted. No exception to policy for this requirement.
6. **Air Force Fitness Management System (AFFMS)** – Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.

Include your **e-mail address** on the NGB Form 34-1(handwrite on top of form)

**7.** Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502, Paragraph 11.1.2.4.1.1.2.