



# Pennsylvania Air National Guard

## AGR Announcement

### 2020-184



<b>Position Title:</b> Education & Training  <b>Grade:</b> E4 (SrA) – E7 (MSgt)  <b>AFSC:</b> 3F271  <b>PD:</b> N/A  <b>PSN#:</b> 009737371L	<b>OPENING DATE:</b> <p style="text-align: center;">9 Sep 2020</p>	<b>CLOSING DATE:</b> <p style="text-align: center;">8 Oct 2020</p>
	<b>LOCATION OF POSITION:</b>  171 MOF 300 Tanker Rd Coraopolis, PA 15108  <b>Parent Wing:</b> 171 ARW	
<b>APPOINTMENT STATUS:</b>  <input checked="" type="checkbox"/> Enlisted  <input type="checkbox"/> Officer	<b>AREA OF CONSIDERATION:</b>  <input type="checkbox"/> Statewide  <input checked="" type="checkbox"/> Nationwide  <input type="checkbox"/> Other:	

**APPLICATION PROCEDURES:**

**Submit the following documents as one PDF (see note below\*\*):**

1. [NGB 34-1](#) (dated Nov 2013) (Application for AGR Position) with original or digital signature
2. Up to the last five OPRs (Evaluations) (Officer) or last two EPRs (Evaluations) (Enlisted)
3. Résumé
4. Record Review/Update RIP (AF: from [vMPF](#)) (dated within 60 days) and **NOT** the Career Data Brief.
5. Full Fitness Tracker Report Only (I AM FIT prohibited) (Last Fitness Assessment must be within 12 months)
6. Security Clearance Verification Memorandum (Do NOT submit a JPAS print out)
7. Letter(s) of Recommendation (Optional)

**\* Any documents with SSN must have the SSN redacted (Blacked-out).**

**\*\* All documents MUST be submitted as ONE PDF file (PDF Portfolio is acceptable) in the order listed above. Incomplete applications will NOT be reviewed for further consideration.**

**APPLICATION MUST BE EMAILED TO: [NG.PA.PAARNG.LIST.J1-HRO-AIR-AGR@MAIL.MIL](mailto:NG.PA.PAARNG.LIST.J1-HRO-AIR-AGR@MAIL.MIL)**

**USE SUBJECT LINE: Last Name, Announcement Number, Position Title (Example: Smith, 2019-07, Support Commander)**

**EQUAL EMPLOYMENT OPPORTUNITY:** Consideration for placement and evaluation of qualification will be made on a fair and equitable basis without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization, in accordance with ANGI 36-7.

**ELIGIBILITY REQUIREMENTS:**

1. Applicants who have been separated for cause from Active Duty or a previous AGR tour are ineligible.
2. Must be able to complete at least 1 year prior to achieving 18 years Total Active Federal Military Service (new AGRs only).
3. Prior to entry into the AGR Program, member must be medically cleared by the State Air Surgeon.
4. Must meet all eligibility requirements in accordance with ANGI 36-101.

**POSITION:** Education & Training

**BRIEF DESCRIPTION OF DUTIES:**

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.

Performs duties as assigned.

**QUALIFICATIONS:**

1. Applicants must meet entry level requirements per Air Force Officer Classification Directory or Air Force Enlisted Classification Directory ([AFOCD](#) / [AFECD](#)) (whichever is applicable) at time of submission of application.

- 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.

- Education: Must have completed high school or higher education level

- Must have a prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists)

2. The applicant/selectee must possess or obtain, and maintain a **SECRET** security clearance.

**MISC:**

1. Vacancy fills that result in a New Accession will be initially from 1 to 6 years but, **will not exceed ETS / MSD.**