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: Assistant NCOIC, AOC Training
Unit/Duty Location: 101 AOG, Tyndall AFB, FL

Open Date: 9 September 2020  Close Date: 29 September 2020
Min/Max Grade Required: E5* (Promotable to) / E6
Security Clearance: Secret
Minimum Required AFSC: 1C571
PULHES: 111111
Duty AFSC: 1C571  ASVAB: G: 55

Position Description: The Training Team is responsible to the AOC Commander for the training of all assigned personnel to the AOC who maintain a Combat Mission Ready (CMR) duty position (AGR, DSG, AEF, GS, Civilian, and Joint Billet personnel). The team supports day to day operations and interacts with the five divisions and three specialty teams on the progress of training and the documentation and tracking of currency for 18 CMR duty positions. Applicants must have excellent organizational skills, strong interpersonal skills, and a desire to learn Learning Management System (LMS) databases and PATRIOT Excalibur (PEX). Duties of the successful applicant will include: Coordinate with Division and Specialty Team Training Representatives (DSTTRs) on personnel entering training into a CMR duty position. Maintain personnel training records in LMS and PEX, along with the necessary paperwork in appropriate division folders. Coordinate with 601 AOC Unit Training Manager on securing training slots for personnel to attend the FTU. Monitor and coordinate with DSTTRs on personnel not meeting the monthly/quarterly/yearly continuation training requirements. Assist the NCOIC of AOC Training with Training Review Boards, DSTTR training, Instructor Training, etc. Maintain a CMR duty position.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS).

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. Air National Guard, Air Force Reserve or the United States Air Force members must have achieved a passing Fitness Program score in order to be assessed for entry into the AGR Program.
2. 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.
3. 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.
4. Must meet any Special Requirements as specified on Position Description.
5. Failure to maintain a **SECRET** security clearance will result in removal from the AGR program.
6. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
7. You must be in a military status to apply for an AGR position.
8. 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.
9. 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.
10. 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.
11. 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 24 months when in the best interest of the unit, State, or Air National Guard.
12. 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.
13. Only Enlisted Airmen, currently serving in a Fulltime Permanent AGR status within the state of Florida may apply for a vacant UMD AGR position without the awarded duty AFSC and are subject to retraining restrictions unless stipulated by advertisement requirements.

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**APPLICATION REQUIREMENTS**

**Applications must be sent electronically by utilizing GEARS**


When submitting your application through GEARS, please upload all documents as one (1) PDF. Portfolio formats are NO LONGER accepted. (See FAQs located at https://intelshare.intelink.gov/sites/jfhq-fl-hro/).

The file should read as: LastName, FirstName_MVA# (i.e. LastName, FirstName_MVA185-20)

The following address will be the recipient of the downloaded file: HQ FLANG HRO

Common disqualifiers include unsigned 34-1, Security Clearance overdue with no MFR signed from the Security Manager, RIP not from vMPF, RIP scanned in with only odd pages, and all documents not in one single PDF (portfolio files are not accepted). Please refer to FAQs at https://intelshare.intelink.gov/sites/jfhq-fl-hro/ for further assistance. If you have any questions not answered by FAQs, please send an email ng.fl.flarng.list.hro-air-agr@mail.mil or contact the HRO Team for additional guidance or clarification. Be advised, applications are not reviewed until after the job closes.

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. Be advised, applications are not reviewed until after the job closes. HRO will notify applicants whose application is not complete, contains missing or erroneous information, or disqualified via the email addresses supplied on the vMPF Report of Individual Personnel. The disqualification notice will be provided within one (1) day after the job close out date on the advertisement. Applicants will have the next 48 hours after the notice to resubmit the entire corrected application to the HRO Team for consideration via email.

It’s always advisable to ensure and double-check that the information submitted meet the requirement per the advertisement.
1. **NGB Form 34-1** - ONE signed (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV.

2. **Current Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (vMPF). Send ALL pages of the Record Review (DO NOT send a Career Data Brief). It is your responsibility to ensure your vMPF RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, ASVAB Scores, Current Rank, Service Dates and Security Clearance.

3. **Air Force Fitness Management System (AFFMS)** – Most recent Fitness Tracker report (Not I AM FIT). To see the correct Fitness Tracker report under report tab in AFFMS the compatibility view setting MUST be enabled first.

4. (Enlisted Only) 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.

5. Additional Requested Documents: Resume, last three (3) EPRs.

**Questions or concerns can be emailed to:**

NG FL FLARNG List HRO AIR AGR at ng.fl.flarng.list.hro-air-agr@mail.mil

Please refer to the FAQs at [https://intelshare.intelink.gov/sites/jfhq-fl-hro/](https://intelshare.intelink.gov/sites/jfhq-fl-hro/)

If you do not receive a disqualification email within one (1) week after the job closes, your application will have been forwarded to the hiring official(s).