NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 08-AF-27

POSITION TITLE:	AFSC	OPEN DATE:	CLOSE DATE:
Unit Training Manager	3F271	30 October 2026	30 November 2026

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
108th Maintenance Operations Flight, Joint Base McGuire-Dix-Lakehurst, NJ	**Min:** SRA **Max:** TSgt

SELECTING SUPERVISOR:	Position Number
CMSgt Scott Cupples	108953134

AREAS OF CONSIDERATION

108th Wg ANG members (Open to Any AFSC)

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFECD or AFOCD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret
- Open to Any AFSC
- Aptitude Requirement: ASVAB minimum score General = 62
- Strength Requirement: Demonstrated ability to lift 40 lbs
- PULHES: 333333

ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2502, 26 September 2024, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

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.

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, See ANGI36-101 Attachment 3.

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.

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant.

TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0300.

BONUS/INCENTIVE RECIPIENTS
If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

SPECIAL ANNOUNCEMENT CRITERIA

- **Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.**
- **Selection into higher graded positions IS NOT a promise of promotion**
- **Upon selection additional medical verification will be required prior to start of AGR tour**
- **The publication of AGR orders by HRO will be the official appointment into the New Jersey 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).**
- **Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board**
- **AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.**

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMA website (https://www.nj.gov/dma/admin/vacancy/)

**Incomplete packages will not be considered for the position vacancy
**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (https://www.nj.gov/dma/admin/vacancy/)
2. Signed CURRENT full Records Review RIP from Virtual MPF https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (https://www.nj.gov/dma/admin/vacancy/)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license.

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name_Vacancy Announcement Number
Example: TSgt Mouse, Mickey_VA 01-AF-23
Email Subject should be: TSgt Mouse, Mickey_VA 01-AF-23
Email Application Package to: ng.nj.njarng.list.nj-job-submission-agr-air@army.mil

** Applications will be accepted through GEARS (GEARS https://gears.army.mil/), if standard email procedures do not work**

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.
Commercial 609-562-0887 or Commercial 609-562-0627 or ng.nj.njarng.list.nj-job-submission-agr-air@army.mil
Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non- selection.

THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

CEM Code: 3F200
AFSC 3F291, Superintendent
AFSC 3F271, Craftsman
AFSC 3F251, Journeyman
AFSC 3F231, Apprentice
AFSC 3F211, Helper

EDUCATION AND TRAINING

(Changed 30 Apr 26)

1. **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. Related DoD Occupational Subgroup: 157000.

2. **Duties and Responsibilities:**

2.1. 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.

2.2. 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.

2.3. 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.

3. **Specialty Qualifications:**

3.1. 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.

3.2. 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.

3.3. Training. For award of AFSC 3F231, completion of the basic E&T course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 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).

3.4.2. 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).

3.4.3. 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).

3.5. Other. The following are mandatory as indicated:

4. For entry into this specialty:

5. Prior qualification in any AFSC at the 5-skill level or higher. Note: For ARC, member must hold 5-level a minimum of two years.

6. For AFRC, retraining applicants must shadow a 3F271 who has been appointed by the Base Functional Manager (BFM) for 12 hours (3 IDT periods). The hours a member shadows do not need to happen consecutively, but all hours must be completed before the BFM endorses the interview/recommendation letter.
7. Minimum grade E-4.
8. 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.
9. Shadowing topics will include: OJT rosters, TPM briefing, training systems updates, CDC Administration, workcenter visits, Microsoft office applications.
10. Members who have performed Additional Duty Unit Training Manager (ADUTM) duties within the last year are exempt (documented on BFM recommendation letter).
11. 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.
12. 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.
13. Retraining into the 3F2X1 career field within the ARC is restricted to the grades of E-6 and below. Note, for the ARC, members assigned to the Wing 3F2 Functional Manager position or Base Training Manager position must have a minimum of 24 months as a 3F271.
14. See attachment 4 for additional entry requirements.
15. For entry, award, and retention of these AFSCs, ability to speak distinctly.
16. 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.*
17. **Note for ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.