





## Washington Air National Guard Active Guard Reserve (AGR) Announcement

appropriate information data systems. Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and records; safeguards Air Force Institute Advanced Distributed learning/Career Development Course (AFIADL/CDC) test materials, and prepares reports, correspondence, requisitions and forms. Serve as Test Control Officer (TCO) for CDC testing. Appoints test proctor and provides training to all assigned test proctors. Serves as the Ancillary Training Program (ATP) OPR. Advises unit commanders and Ancillary Training Program (ATP) OPRs in their development of ATP subjects and lesson plans. Prepares Memorandums of Understanding (MOU) between the unit/base and educational institution(s), including colleges and universities, providing classes or associated services on base or at geographically separated units (GSUs). Plans and directs activities in accomplishment of education services programs including Distance Learning, Defense Activity for Non Traditional Education Support (DANTES), Community College of the Air Force (CCAF), Air Force Automated Education Management System (AFAEMS), Tuition Assistance and other base education programs. Serves as the base-level QPR for the Occupational Survey Program, Graduate Assessment Survey (GAS) and Field Evaluation Questionnaire (FEQ). Performs personnel supervisory/management responsibilities. Plans and schedules work to be accomplished within the training and education function. Monitors and oversees the School Resource Report (SRR) program, which forecasts Military Personnel (MilPers), and Operation and Maintenance (O&M) resource requirements for formal schools. Ensures all resource management deadlines are met in accordance with applicable regulations and guidance. Maintains Student Flight Data including accountability for all Non Prior Service (NPS)/Prior Service (PS) personnel. Tracks status of school dates. Performs other duties as assigned.

### ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Knowledge of Army or Air Force vision, values, organization, policy, and mission is mandatory
- Knowledge in military training centers, training programs, schools, and units
- Knowledge in the Army or Air Force education and training policy requirements
- Knowledge in conducting audio-visual presentations, educational tests and measurements, and instructing techniques is mandatory
- Knowledge is mandatory of Army or Air Force education and training programs in regard to their principles, policies, and procedures
- Must have effective writing skills; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures
- Ability to develop course syllabi, training project outlines, and daily and weekly lesson plans
- Capable of instructing students by lectures, discussions, demonstrations, group activities, and laboratory work



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## APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) NO BINDERS OR BOUND DOCUMENTS

Email applications to: [LORIE.K.MOORE.MIL@MAIL.MIL](mailto:LORIE.K.MOORE.MIL@MAIL.MIL)

*When emailing applications, please put the announcement number and last name in the subject line*

Applications can also be mailed to:

141 FSSF/DPC  
5 W. BONG STREET  
FAIRCHILD AFB, WA 99011

OR

HUMAN RESOURCES OFFICE /AGR  
ATTN: MSGT LORIE MOORE  
33 41<sup>ST</sup> DIVISION WAY, BLDG 33  
CAMP MURRAY, WA 98430

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

## ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.



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- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for general AGR announcements:  
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347