



OKLAHOMA AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR)  
TOUR VACANCY ANNOUNCEMENT # 59-25

**EDUCATION AND TRAINING OFFICE**

<b>OPEN DATE: 15 APR 25</b>	<b>CLOSING DATE: 28 APR 25</b>
<b>UNIT/DUTY LOCATION: 138 FSS, TULSA, OK</b>	<b>COMPATIBLE AFSC: 3F2X1</b>
<b>MINIMUM GRADE: E-6</b>	<b>MAX GRADE: E-8</b>
<b>OPEN NATIONWIDE</b>	<b>RETRAINING AVAILABLE: YES</b>
<b>ASVAB: Administrative: 62</b>	<b>PULHES: 333333</b>

**BRIEF DESCRIPTION OF DUTIES:** Verifies member eligibility, course availability, and validates school orders, travel orders, PCS procedures, and pre-requisites are properly complied with in accordance with National Guard Bureau (NGB) guidance. Primary liaison with units and members for in and out-processing Formal Training Schools. Primary liaison with ANG liaisons on all issues that arise concerning members at Formal Training. Validates course attendance is complete and updated in the proper systems. Ensures application procedures for skill level technician training and resident Professional Military Education (PME) schools are complete and in accordance with prescribing directives. Acts as the liaison between the units and the OPRs for ancillary training matters. Coordinates training of wartime requirements and assists OPRs in incorporating training into base and unit exercises. Performs analysis of manning documents and individual skills possessed to determine training objectives. Manages formal schools training budget, to include all formal schools and Mission Essential Skills Training (MEST). Serves as resource advisor for budget of formal school workdays and travel resources. Coordinates with higher headquarters for days and dollars pertaining to MEST. Analyzes annual Formal Schools workday guidance and annual MEST guidance to determine implementation requirements and coordinates/monitors for budgetary changes and advises Wing leadership at all levels on prioritization of available resources. This frequently involves the definitive interpretation of regulations and procedures, and the initial application of new methods as set forth by HAF or NGB. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Assists in all aspects of Education, Training and Distance Learning Programs. Assist with the enlisted training program by establishing and implementing unit training plans, policies, and procedures. Develops procedures to ensure upgrade/withdrawal actions are accomplished. Serves as the field representative for the Community College of the Air Force. Administers the "Air Force Training Course" program, training personnel to teach this course, and instructing the course as required. Assist with the training and qualification of unit education and training managers and additional duty training managers. In the absence of Chief, Education and Training Section, serves as wing/group technical advisor and functional manager for all education and training matters.

**LENGTH OF TOUR:** Initial tours will not exceed 3 years and constitutes the Probationary Period. 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).

**BASIC QUALIFICATIONS REQUIRED:** In accordance with ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, Para 12.2. Eligibility for AGR Tours: Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFI 48-123, 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. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. IAW DAFI 48-123 para11.10.2.1 applicants with a concurrent AGR assignment must have a current PHA on file. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. 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. Individuals on a DD Form 469, Duty Limiting Condition Report at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour. Application packets will be qualified based upon requirements listed in ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, The Air Force Enlisted/Officer Classification Directory and eligibility requirements listed on this announcement. **Members will process through the AGR Continuation Board when serving on an initial AGR tour.**

**PAY & ALLOWANCES/MAJOR BENEFITS:** AGR personnel receive Base Pay, Basic Allowance for Subsistence, Basic Allowance for Housing; Full medical care in military treatment facilities for AGR member and partial medical care and TRICARE benefits for dependents of AGR member. All AGR personnel are required to participate in electronic funds transfer (EFT) for all payments as a condition of employment per PL 104-134, 26 July 1996, The Debt Collection Improvement Act of 1996.

**ADDITIONAL INFORMATION:** When max grade is listed as: E-8, E-9, O-4 – O-6, grade availability is dependent upon state control grade availability. 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. Persons eligible for or receiving a federal retirement annuity are not eligible to apply. Restoration rights for Federal employees accepting AGR tours will be in accordance with Chapter 353, Federal Personnel Manual. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

**APPLICATION INSTRUCTIONS:** Applications must be sent electronically by email to: [amber.j.brown14.mil@army.mil](mailto:amber.j.brown14.mil@army.mil). **Failure to submit all required documents as outlined below will result in your application not being considered for employment.** IAW ANGI 36-101, all applicants must submit:

1. NGB Form 34-1, *Application for Active Guard Reserve (AGR) Position*.
2. Current Virtual MPF RIP (within 30days).
3. Most recent *Report of Individual Fitness* from myFitness.
4. AF FORM 422 Must be obtained and verified within 6 months from your Medical Group.
5. Resume Detailing Experience (Optional).

Please upload all documents, in the order as listed above, as one (1) pdf. Portfolio formats are accepted. The file and email subject line should read as: AGR Application: LastName, FirstName, VA#, JobTitle  
**EXAMPLE: AGR Application Doe, John, 01-25, Crew Chief**

How to combine/merge a PDF:

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
5. Add more files, rotate, or delete files, if needed.
6. Click 'Merge PDF!' to combine and download your PDF

How create a portfolio:

1. Click Tools
2. Click Create PDF
3. Click Multiple Files
4. Click Create PDF Portfolio and Next
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
6. Click 'Create!' to combine and download your PDF

If you have any questions, please contact SMSgt Amber Brown at 405-228-5255 or 405-464-4495.