

UTAH AIR NATIONAL GUARD

ANNOUNCEMENT #		DATE
AIR 13-501		22 January 2013
POSITION TITLE	MAXIMUM GRADE	AFSC
Education and Training Craftsman	SMSgt/E-8	3S271
LOCATION OF POSITION		AREA OF CONSIDERATION
169 th IS, SLC, Utah		Statewide
VACANCY REQUIREMENTS		
Enlisted		Male/Female
OPENING DATE		CLOSING DATE
22 January 2013		5 February 2013
<p align="center">* Must possess 3S271 AFSC *</p> <p align="center">* Must be able to obtain and maintain a Top Secret clearance with SCI access *</p> <p align="center">* This position will not exceed 12 months *</p> <p align="center">* This is not a career status AGR position *</p>		

**UTAH NATIONAL GUARD
FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:**

**UTAH NATIONAL GUARD
ATTN: HRO-AGR-Air
12953 S. Minuteman Drive
DRAPER, UTAH 84020-9286
TELEPHONE: (801) 432-4237**

**APPLICATIONS SUBMITTED IN POSTAGE
PAID FEDERAL ENVELOPES ARE IN
VIOLATION OF 18 USC SECTION 1719 AND
WILL NOT BE CONSIDERED.**

**FAXED APPLICATIONS WILL NOT BE
ACCEPTED.**

<http://www.ut.ngb.army.mil/hro>

A. ELIGIBILITY REQUIREMENTS:

- Enlisted personnel must possess an AFSC compatible with SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain. Enlisted grades SrA (E-4) or below must possess an awarded three or higher skill level in the AFSC. Enlisted grades SSgt (E-5) or higher must possess an awarded five or higher skill level in the AFSC. EXCEPTION: Enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level AFSC in the advertised duty AFSC. An AGR not possessing the advertised AFSC must meet the minimum eligibility requirements for the AFSC and must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- Must meet physical qualifications outlined in AFI 48-123.
- Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.
- Applicant for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. 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 indicating that they will not qualify for a regular retirement.
- Applicant may not be selected for an initial AGR tour in grades E-8, E-9, O-4, O-5, or O-6 without approval from HRO.
- Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
- Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.
- If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
- Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

B. APPLICATION PROCEDURES: (Individuals who meet the basic qualification requirements must submit, as a minimum, the following forms):

- NGB 34-1, *Application for Active Guard/Reserve (AGR) Position*, (dated 5 Nov. 2010)
- Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- Most recent *Report of Individual Fitness* from Air Force Fitness Management System (AFFMS) (https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home)

IMPORTANT!!!

Please read **DISCLAIMER:** You the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the supervisor, the decision is final. Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents.

YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

OTHER:

- If selected, individual must have a current physical exam IAW AFI 160-43.
- As a condition of employment, the selectee agrees to attend all Unit Training Assemblies (UTA) and Annual Training (AT) with his or her unit of assignment.
- The basic duties, responsibilities and qualifications are described on the reverse.

SELECTING SUPERVISOR: Lt Col Jonathan Boyd

VICE: TSgt Shawn Heckman/TSgt Mark Omer

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE.

GENERAL EXPERIENCE: Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

BRIEF JOB DESCRIPTION: Manages unit formal training program by providing duty sections with guidance on all aspects of formal training. Monitors the formal training program to include technical courses, Career Development Courses (CDCs), and On-the-Job Training (OJT) for all sections serviced. Advises unit Commander and section supervisors/work leaders of the policies, status, progress and programming of training. Plans, compiles and forwards unit training requirements annually to higher headquarters. Makes updates and changes as required. Reviews all requests for training. Ensures that the training is justified and that members meet all prerequisites for training, and all documentation is complete. Manages all Training Line Numbers (TLNs) to include funding and associated workdays. Coordinates with Military Personnel Flight (MPF) or appropriate training center on matters pertaining to training. Manages the unit OJT program. Develops and implements policies and procedures to provide a uniform and effective internal OJT program. Conducts meetings to familiarize unit members with the concepts, objectives, methods and procedures, which must be followed. Ensures that all eligible personnel are entered in upgrade training (UGT) and receive applicable CDCs. Coordinates with and advises commanders on the progress of trainees and schedules supervisor and commander evaluations at required time frames. Processes Air Force Specialty Code (AFSC) classification actions as necessary. Reviews section training plans to ensure compliance with unit training goals. Conducts annual staff assistance visits to evaluate the administration, documentation, operation and effectiveness of the overall training program of the unit and prepares a written report. Ensures currency of all training rosters. Ensures unit has developed a training plan annually, which will include upgrade training for all assigned personnel, and indicate which type of training will be accomplished at each Unit Training Assembly (UTA). Recommends areas of training, retraining and required manning changes to unit commander and higher headquarters. Identifies problem areas in unit; determines causes and recommends action in all training programs to improve unit effectiveness. Coordinates with outside training agencies, advisory services, multimedia libraries and sections conducting training within the unit as required. Ensures training schedules and materials are available to minimize disruption of training programs. Maintains a file of current Career Field Education and Training Plans (CFETP) for each AFSC authorized on the Unit Manning Document (UMD) and informs affected supervisors of all changes. Ensures all required training records are maintained IAW current directives and local policies. Counsels, monitors and prepares enrollment applications in civilian education programs (e.g., CCAF, tuition assistance etc.) for interested personnel. Serves as Test Control Officer (TCO) and manages the Test Control Facility (TCF). Ensures that all exportable tests are maintained IAW appropriate directives. Ensures all required training records are maintained IAW current directives and local policies. Provides technical expertise to supervisors in developing work center lesson plans. Ensures that all assigned personnel have completed the Air Force Trainer/Certifier Course. (IAW AFI 36-2201). Instructs Train the Trainer, Train the Certifier and other OJT classes as required. Critiques course materials and submits recommended changes to MAJCOM. Develops and instructs remedial courses as required. Manages the ancillary training program (ATP). Provides guidance to work center ATP administrators. Standardizes training procedures and techniques. Develops, and assists work center ATP administrators with the development of automated products for the effective planning, administration and documentation of the units ancillary training programs. Provides technical expertise to supervisors in developing work center lesson plans. Serves as the focal point for all Computer Based Training (CBT) programs, Distance Learning (DL) programs, and Warrior Network programs. This includes setting up and operating applicable equipment and scheduling personnel are notified of availability times. Serves as the Job Site Training Point of Contact (JSTPOC). Ensures that equipment (Satellite dish, receivers, two-way teleconferencing and monitors) is installed and operational. Schedules Air Force Institute for Advanced Distributed Learning (AFIADL) courses. Administers tests and forwards required documentation to the MAJCOM. Schedules local broadcasting of informational telecasts from the National Guard Bureau via the Warrior Network. Performs other duties as assigned.