

**EDUCATION AND TRAINING
GS-04/11**

DESCRIPTION OF WORK

This series includes positions that involve nonprofessional work of a technical, specialized, or support nature in the field of education and training when the work requires knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity. Conducts education and training tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates education and training programs and classroom activities.

MODIFICATIONS TO THE PREVIOUS NGB QUALIFICATION STANDARD

Issuance of this qualification requirement replaces all previous Education and Training Series GS-1712, qualification publications. The qualifications required to perform the Series 1712 education and training duties were identified through the assigned Army and Air Force military skill sets. The qualification requirements include positions that apply a practical understanding or specialized skills and knowledge of the particular education or training activities involved, but the work does not require full professional knowledge of education concepts, principles, techniques, and practices.

EDUCATION REQUIREMENTS

Army National Guard and Air National Guard Officer Technicians – A high school diploma and a college degree are mandatory. An undergraduate academic degree with courses in education, grammar and composition, speech, psychology, guidance, and sociology; or, social and behavioral sciences is mandatory.

Army National Guard and Air National Guard Enlisted Technicians – High school or general equivalent degree is mandatory. An undergraduate academic degree, with courses in education, English grammar and composition, speech, psychology, guidance, and sociology; or, social and behavioral sciences, is desirable.

GENERAL AND SPECIALIZED EXPERIENCE FACTORS

The Two Primary Career Levels for the Education and Training Series, GS-1712

- Level One: GS-04 to GS-07, Basic or Entry level positions; and,
- Level Two: GS-08 to GS-11, Intermediate to Journeyman Level positions.

General Experience – All series personnel *must be certified at the next higher level before* being eligible for that level *and* must have a minimum of one year on-the-job experience in the grade immediately below the next higher level. Must have the education and validated understanding of the basic principles and concepts of the occupational series and grade. Experiences, education, or training that demonstrated the ability to follow directions and to read, understand, and retain a variety of instructions, regulations, and procedures and that otherwise demonstrates the ability to perform or learn to perform the duties of the position.

Experience....Continued

Specialized Experience – Is experience that prepares the applicant to perform the duties of this position. May substitute educational-degree study program for specialized experience. Applicant must demonstrate the following specialized experiences and activities for each specified grade:

GS-11 (Journeyman Level)

Must have at least 12 months experience equivalent to at least GS-9; or, three full academic years of progressively higher level college degree. Experienced in particular knowledge, skills, and abilities (Competencies/KSAs) to successfully perform the duties of the position. Additionally, all applicants must have completed two years of training experiences which equipped the applicant with the particular knowledge, skills, and abilities (competencies) to successfully perform the duties of the position. Knowledge of Army or Air Force vision, values, organization, policy, and mission is mandatory. Knowledge in military training centers, training programs, schools, and units. Have experiences in conducting and developing education and training programs. Knowledge in the Army or Air Force education and training policy requirements. Experienced in conducting, supervising, and/or developing education and training programs. Experienced in managing programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. 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. Experienced in performing interviews and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products. Must have effective writing skills; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures. Experiences in 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; communicative interpersonal skill applications; and distance learning concepts. Experienced and effective communicator. Abilities and experiences in presenting professional courses and briefings; and proficient capabilities in writing reports and records. Experiences as a participant and presenter during training and military or civilian conference events. Experiences in organizing and preparing instructional materials. Understands and applies formal training objectives. Able to develop course syllabi, training project outlines, and daily and weekly lesson plans. Experienced in preparing assignments, laboratory exercises, demonstrations, training aids, and references and related material required to parallel and supplement course outline. Experienced in the art of instructing personnel, such as determining the instructional methods for class size and subject matter. Capable of instructing students by lectures, discussions, demonstrations, group activities, and laboratory work. Experienced in subject principles and applications to students using audiovisual aids such as, mockups, graphs, training films, and film strips. Experienced in completing student progress evaluations and using training aids such as, achievement and aptitude tests and rating scales. Experienced in identifying and conducting individual learning difficulties diagnoses and recommends courses of remedial instruction. Understands and applies basic classroom preparations for effective instruction using controlling factors such as, temperature, ventilation, lighting, cleanliness, and arrangement of desks and equipment. Experienced in maintains attendance records and requisitions supplies.

Experience....Continued

GS-09 (Intermediate Level)

Must have at least 12 months experience equivalent to the GS-07. Experiences that demonstrated the particular knowledge, skills, and abilities (Competencies/KSAs) to successfully perform the duties of the position. Knowledge of Army or Air Force vision, values, organization, policy, and mission is mandatory. Knowledge in training centers, training programs, schools, and units for these systems. Have experiences in conducting and developing education and training programs. Also, experienced in conducting, supervising, or developing education or training programs. Knowledge in the Army or Air Force education and training policy requirements. Experienced in managing programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Knowledge is mandatory of audio-visual presentations, educational tests and measurements, and instructing techniques. Knowledge is mandatory of Army or Air Force education and training programs in regard to their principles, policies, and procedures. Experienced in performing interviews and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products. Must have effective writing skills; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures. Experiences in 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; communicative interpersonal skill applications; and distance learning concepts. Experienced and effective communicator. Abilities and experiences in presenting professional courses and briefings; and proficient capabilities in writing reports and records. Experiences as a participant and presenter during training and military or civilian conference events. Experiences in organizing and preparing instructional materials. Understands and applies formal training objectives. Able to develop course syllabi, training project outlines, and daily and weekly lesson plans. Experienced in preparing assignments, laboratory exercises, demonstrations, training aids, and references and related material required to parallel and supplement course outline. Experienced in the art of instructing personnel, such as determining the instructional methods for class size and subject matter. Capable of instructing students by lectures, discussions, demonstrations, group activities, and laboratory work. Experienced in using audiovisual aids such as, mockups, graphs, training films, and film strips. Experienced in training aids such as, achievement and aptitude tests and rating scales. Experienced in identifying and conducting individual learning difficulties diagnoses and recommends courses of remedial instruction. Understands and applies basic classroom preparations for effective instruction using controlling factors such as, temperature, ventilation, lighting, cleanliness, and arrangement of desks and equipment.

GS-08 and GS-07 (Basic Level)

Must have at least 12 months experience equivalent to at least GS-07 and GS-06, respectively. Experiences that demonstrated the particular knowledge, skills, and abilities (Competencies/KSAs) to successfully perform the duties of the position. Basic knowledge of Army or Air Force vision, values, organization, policy, and mission is mandatory. Some knowledge in training centers, training programs, schools, and units. Have some experiences in conducting or developing education and training programs. Also, have some experiences conducting, supervising, or developing education or training programs. Basic understanding in the Army or Air Force education and training policy requirements. Some experiences in working programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Knowledge is necessary of audio-visual presentation, educational tests and measurements, and instructing techniques. Knowledge of Army or

Experience....Continued

Air Force education and training programs in regard to their principles, and procedures. Limited experiences in performing interviews and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures. Experiences in scheduling training events and facilities; supporting assistance visits and training meetings; or, assisting in work center and individual job qualification standard development; education institution registration requirements; and military personnel classification system and policies. Basic capabilities in communicative interpersonal skill applications and distance learning concepts. Experienced in effective communications. Have some capabilities and experiences in presenting professional courses and briefings; and near proficient capabilities in writing reports and records. Some experiences as a participant and presenter during training and military or civilian conference events.

GS-06 and Below (Entry Level)

Entry level knowledge of Army or Air Force vision, values, organization, policy, and mission. Have experiences that demonstrated the particular knowledge, skills, and abilities (Competencies/KSAs) to successfully learn the position's duties. Have some knowledge in training centers, training programs, schools, and units. Have some experiences in conducting or developing education and training programs. Also, have some experiences conducting, supervising, or developing education or training programs. Basic understanding in the Army or Air Force education and training policy requirements. Some experiences in working programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Knowledge is necessary of audio-visual presentation, educational tests and measurements, and instructing techniques. Knowledge of Army or Air Force education and training programs in regard to their principles, and procedures. Limited experiences in performing interviews and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures. Some experiences in scheduling training events and facilities; supporting assistance visits and training meetings; or, assisting in work center and individual job qualification standard development; education institution registration requirements; and military personnel classification system and policies. Basic capabilities in communicative interpersonal skill applications and distance learning concepts. Some experiences as a participant and presenter during training and military or civilian conference events.

For Supervisory Positions, add the following Specialized Experience – Experiences in managing the function of the work to be performed and experiences to include, managing, leading, and directing employees, assigning work and assessing employee performance.

Quality of Experience – Length of time is not of itself qualifying. A candidate's experiences are evaluated on the basis of duties performed rather than strictly on the rank of the individual; however, established compatibility criteria/assignments are always followed. The applicant's record of experience, training, and education must show possession of the knowledge, skills, and abilities (competencies) needed to fully perform the duties of the Training/Instructor Specialist.

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Military Requirements – A military skill set is determined by the applicable service classification and qualification requirements. Upon selection, individuals are assigned to a compatible military skill in accordance with Army or Air Force skill classification directives, statutes, and National Guard Bureau regulations. The dual status technician must obtain and maintain all training, education, and experience requirements of the military skill. Specific requirements are found in the Army and Air Force regulations or directives, as cited in the references, noted below.

Compatible Military Skills for this Series

ARNG Officer: Adjutant General Corps – AOC 42

- Plans, develops and operates the Army's personnel, administrative, and community activities support systems to build and sustain combat readiness. Responsible for training programs in training centers, schools, and units for these systems.

ARNG Officer: AOC Immaterial – 01A

- A duty position that is not identified with or limited to one specific branch of the Army. Indicates that any officer may fill the position. It is used to identify individuals qualified to perform in the position.

ARNG Warrant Officer: Adjutant General Corps – MOS 420

- Plans, develops and operates the Army's personnel, administrative, and community activity support systems to build and sustain combat readiness. Responsible for training programs in training centers, schools, and units for these systems.

ARNG Warrant Officer: MOS Immaterial – 001A

- A duty position that is not identified with or limited to one specific branch of the Army. Indicates that any warrant officer may fill the position. It is used to identify individuals qualified to perform in the position.

ARNG Enlisted: Adjutant General Corps – MOS 42

- Performs Army personnel, administrative, and community activity support systems to build and sustain combat readiness. Responsible for training programs in training centers, schools, and units for these systems.

ARNG Enlisted: MOS Immaterial – 00F

- Commands or performs staff duties where no unique education, training or experience through a specific military skill is required as a prerequisite for successful performance.

ANG Officer: Personnel – AFSC 38PX

- Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include managing and providing Education and Training Requirements, Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

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ANG Enlisted

- AFSC 3S0X1 – Personnel
Supervises and performs personnel activities and functions. Ensures compliance with personnel policies, directives, and procedures.
- AFSC 3S2X1 – Education and Training
Conducts education and training tasks for maintenance, operations, and support training; education services; education and training programs; curriculum development; and instructor activities. Develops, delivers, and evaluates education programs and oversees education and training activities.

ARMY MASTER RESILIENCE TRAINERS (MRTs) SERIES 1712 QUALIFICATION REQUIREMENTS

US Army Resilience and Performance Education, Training, and Implementation, also known as Comprehensive Soldier and Family Fitness (CSF2).

U.S. Army conducts the course program as established by the University of Pennsylvania, CSF2 program curriculum instruction.

National Guard Regional Training Institutes (RTIs), located at Fort McCoy, Wisconsin and Fort Custer, Michigan, conduct the MRT-C ASI 8R (Level One) awarding training schools.

ARNG Master Resilience Trainers (MRTs) – Level Award Certificates

To Qualify for an ARNG Master Resilience Trainer (MRT) Position:

- Level I – Must have successfully graduated from the active Army 10-day MRT Courses.
- Level II – Must have successfully graduated the US Army additional skill identifier (ASI) Awarded MRT Level I Course and Level II (Five Day) Course.
- Level III – Must have successfully graduated from the US Army additional skill identifier (ASI) Awarded MRT Level I Course and Level II Course. Successful completion of the Level III MRT five-day course program and award of Level III Instructor certificate is required within 60 working days of appointment to the technician MRT Level III Instructor position.

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Other Requirements

Must maintain a current Air Force Network License according to AFI 33-115, Volume Two, *Licensing Network Users and Certifying Network Professionals*.

Must possess or be able to obtain a National Agency Check, Local Agency Checks and Credit (NACLC) according to applicable DoD Instructions, Army or Air Force regulations, upon appointment or within one year of initial appointment.

Must have a valid state driver's license for the state in which he or she lives or is principally employed.

No disciplinary action (Article 15 or court-martial) for engaging in an unprofessional or inappropriate relationship as defined in applicable DoD Instructions concerning Army and Air Force Professional and Unprofessional Relationships.

Applicants must pass a drug test prior to appointment.

References

Classification Releases and Applicable Position Descriptions
DA Pamphlet 611-21, Personnel Selection and Classification Military Occupational Classification and Structure, 31 March 1999
Army Regulation 350-53, Training – Comprehensive Soldier and Family Fitness, 19 June 2014
AFOCD and AFECD, April 2014
OPM Classification Standards