Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

AMENDED

Announcement Number:	**16-036**
Date of announcement:	**16 March 2016**
Closing Date:	**16 April 2016** (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	**90 days after selection**
Position Description & #:	Unit Training Manager, 0843361
Duty Location:	Creech AFB, NV
Unit:	232 OS Creech AFB, Indian Springs, Nevada
Area of Consideration:	**Statewide***
Grade:	Enlisted; E-6 / TSgt AMENDED
AFSC:	**3S271 preferred; must be able obtain AFSC 3S2X1 within 1 year**
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 mailto:joseph.a.henle.mil@mail.mil
Unit Point of Contact:	(702) 404-0457 /DSN 384-0457 Email: 232OS.DO.AGR-TECH-DSGJobs@us.af.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard AGR's, Active Duty, Technicians or Traditional Soldiers (M Day) may apply.	

16-036

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. ___Initial___NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm

2. ___Initial___Physical:

- **AF Form 422,** Physical Profile Serial Report, (Current within 12 Months)
- **AF Form 1042,** (Only required if announcement requires applicant to be on Flight status)
- Medical documents which indicates a Permanent Profile higher than a "1" in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.

3. ___Initial___All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy <u>must</u> include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**

4. ___Initial___Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).

5. ___Initial___Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).

6. ___Initial___Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.

7. ___Initial___A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.

8. ___Initial___Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.

9. ___Initial___Last five EPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPRs.

10. ___Initial___Photograph:

- Official Military BIO Photo in Dress uniform without headgear preferred. Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. ___Initial___Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. ___Initial___Sanctuary Waiver. If initial tour will bring member in Sanctuary, 18-20 years Total Active Federal Military Service, applicant must complete waiver IAW AFI 36-2131 Attachment 4.

13. ___Initial___**Applicants email address:**_____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

1. **Major duties:** 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. 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.

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.

Special Qualifications:

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.

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. Training. For award of AFSC 3S231, completion of the basic E&T course is mandatory.

4. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).

5. Minimum grade E-6.

AFSC QUALIFICATION REQUIREMENTS:

3S271 preferred but not required. Must be able to become 3S2X1 qualified. Failure to complete 3S2X1 course within 1 year will result in the termination of AGR tour.

Mandatory AFSC Entry Requirements:

- ASVAB score – General 59
- PULHES 333333

ADDITIONAL REQUIREMENTS:

Duties and Responsibilities: Outstanding appearance, military bearing, professional conduct, high moral character and unquestionable integrity are required. Must be able to speak clearly and communicate effectively both orally and in writing. Must have knowledge of the organization, mission and operation of the ANG. Ability to type 25 wpm is desirable. Ability to operate a personal computer with experience using Microsoft Office programs is preferred. Must be willing to work long irregular hours and travel on short notice as required. Demonstrate ability to perform and be:

1. A self-starter, capable of accomplishing multiple tasks while simultaneously meeting deadlines is a must. Must be highly self-motivated, well organized, creative, and work with minimum supervision.

2. Military technicians who convert to AGR may not be able to convert back to technician status in the same position. Military technicians may not convert in place to AGR status.

3. All applicants meeting initial screening criteria will be interviewed. An AGR Selection board will interview all eligible applicants in person (at applicant's expense).

4. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position (if selected).

5. As a condition of employment, the selectee will attend all unit training assemblies and annual training with their unit as assignment. Wearing of the appropriate military uniform and maintaining prescribed standards of conduct and appearance are mandatory conditions of employment.

6. Availability of Permanent Change of Station (PCS) funds will be determined upon selection and are contingent on end of year funding levels.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. The initial tour length is three years. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.