

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 24-43
Position Title:	Training Technician
Date of Announcement:	23 October 2024
Closing Date:	12 November 2024
Duty Location & Unit:	158 th Force Support Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	SMSgt/E8; 3F291
Period of Tour:	Initial Tour three years
Selecting Official:	Maj Abby McNeil; 802-660-5912; abby.mcneil@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil ; Ms. Maggie Brownell, margaret.d.brownell.civ@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	On Board Non-Fenced Permanent AGR's within the Vermont Air National Guard Only. This is Also Being Advertised as a Technician Announcement VT-12587402-AF-24-72 (T32) and VT-12587246-AF-24-73 (T5).
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- 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 designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number # 0840206, Rank/Military Grade: SMSgt/E8; AFSC 3F291.
- Applicants must be an enlisted MSgt/E7 or above to be eligible to apply.
- ****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.**
- Applicants must have a minimum of 24 months as a 3F271 AFSC to be eligible to apply.
- **Please refer to current AFECD** for any other qualifications, duties and responsibilities.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

Duties and Responsibilities:

- This position is in the 158th Mission Support Group, Force Support Squadron, Force Development Office. The primary purpose of this position is to serve as the Force Development Manager and office of primary responsibility (OPR) for unit training programs managed in support of the Wing and its geographically separated units (GSUs). The office provides technical guidance and assistance to commanders, managers, and supervisors at all levels regarding education and training programs in support of federal, state and local missions, ensuring programs are in place to manage upgrade, qualification, in-garrison, expeditionary training and other military training functions as well as to administer post high school technical education and college programs.
- Program Management: Plans, directs, controls, and oversees all elements of the Education, Training and Distance Learning Programs. Ensures Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTM)s are qualified in, and knowledgeable of their responsibilities. Incumbent supports unit-training programs contributing to mission capability and administers military training programs for all units serviced by the Force Support Squadron (FSS). Manages programs involving on-the job training (OJT), formal school training, Air Force Institute Advanced Distributed Learning (AFIADL) training, Professional Military Education (PME), and ancillary training. Job categories and areas for which training is administered involve a wide variety of technical, professional, clerical and wage occupations representative of a complex military organization. Plans, compiles and forecasts requirements for formal school training for out years based on retirements and other attrition projections, conversion of weapons systems, etc. Monitors and reviews all applications for training to ensure proper documentation and justification are provided, and applicants meet prerequisites. Determines training priorities and requirements in accordance with Air Force and NGB directives. Develops statistical trend analysis on the status of training for the organizations serviced. Provides information to commanders and coordinate actions. Manage all officer and enlisted classification actions. Reviews the initial classification for newly accessed personnel.
- Advisory Services: Provides Education and Training advisory services to commanders and staff on all education and training programs. Advises commanders, unit personnel, and training activities on ways to improve their OJT program. Recommends cost-effective processes to meet specialty qualifications, skill level upgrade requirements, and PME applications. Explains goals and objectives; provide instructional methods and determines training requirements. Analyzes training data for trends, advises the installation commander, and coordinates corrective action.
- Program Analysis, Monitoring, and Reporting: Monitors OJT programs for assigned units. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Trains unit training managers (UTMs) and additional duty training managers (ADTM)s to familiarize them with concepts, scope, objectives, and procedures pertinent to OJT, and with regard to the responsibilities of commanders, supervisors, trainers, certifiers, and trainees in the organizations supported. Reviews personnel records and reports to determine training status of assigned personnel. Ensures personnel are entered into the appropriate training status, and adequate training materials such as career development courses, are ordered. Reviews training progress of individual personnel, and initiate appropriate corrective action for substandard performance. Reviews and coordinates all unit training waivers, Career Development Course (CDC) reactivation/reenrollment requests, and policies for adherence to applicable regulations. Maintains liaison between the FSS and serviced units on all OJT matters. Reviews and validates requests for retraining. Advises commanders and supervisors on matters pertaining to the Air Force Institute Advanced Distributed Learning/Career Development Course (AFIADL/CDC). Manages the CDC/PME testing programs. Coordinates with commanders, unit training managers, and supervisors on the progress of trainees. Evaluates the administration, operation, and effectiveness of unit training programs and prepare written reports. Serves as the office of primary responsibility for implementing and managing OJT policy and procedures. Instructs the Air Force Training Course and trains personnel to teach the course. Compiles and prepares statistical data to include the Status of Training (SOT) Report for the Wing commander. Develops visual aids, brief and provide to appropriate officials. Conducts quarterly base OJT meetings. Provides agenda and forwards meeting minutes to the MAJCOM in accordance with applicable directive. Provides training to UTMs and additional duty training managers during each meeting.
- Classification: Confers with management and other key operating personnel to discuss training needs, problems and goals. Establishes training objectives through analysis of training reports, unit input, course feedback, and USAF, ANG, and gaining command directives. Manages personnel Air Force Specialty Code (AFSC) classification and oversees the utilization of assigned personnel. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC.
- Staff Assistance: Inspects activities pertaining to Base Education and Training for compliance with policies and instructions on a periodic basis. Reviews programs to evaluate adherence to management procedures. Discusses findings and initiates action to correct deficiencies and maintain follow-up to ensure corrective action is taken. Resolve technical problems. Conducts staff visits and trains personnel within the unit for all education and training programs for which they are responsible. Conducts periodic briefings to staff agencies, commanders, and administrative personnel to

- promote a full understanding of all aspects of the education and training function. Reviews and coordinates base and unit level training publications, supplements, and operating instructions, making recommendations to the QPR, and coordinating with the appropriate MAJCOM training manager. Submits a written report for formal SAV on findings and recommendations to the unit commander and group commander. Receives and evaluates UTM SAV Report. Analyzes report for trends and provides written recommendation to UTM and commander.
- **Data Management:** Manages data in computer-based systems. OPR and trainer for UTMs on the use of Training Business Area (TBA) and Air Force Training Record (AFTR), Military Personnel Data System (MILPDS) and Advance Distributed Learning System (ADLS).
 - **Distant Learning Management:** Serves as the Distance Learning (DL) Office point of contact. Processes, manages, and controls Air Education & Training Command (AETC) Type 6 technical training requirements locally. Administers controlled examinations. Manages training resources for distance learning courses. Oversees classroom scheduling, base access for civilians, troubleshoots video broadcasts, advertises broadcasts, and customer relations for outside agencies utilizing distance learning.
 - **Data Review and Analysis:** Ensures accuracy of MILPDS data and performs functional review of data reliability. Processes upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. Retrieves data from various information sources for use in answering questions, responding to correspondence, or preparing reports or briefings. Inputs and updates all mandatory CDC/AFIADL data. Reviews and determines accuracy of reports, which pertain to unit OJT effectiveness. Conducts a final review of all training requests forwarded to higher headquarters.
 - **Administrative Activities:** Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and records; safeguards AFIADUCDC test materials, and prepares reports, correspondence, requisitions and forms. Drafts and publishes standard operating procedures (SOPs) and local training directives. Ensures special orders are published for approved school applications and non-prior service personnel on initial active-duty tour. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974.
 - **Test Control Officer:** Serve as Test Control Officer (TCO) for CDC testing. Safeguards AFIADUCDC test material. Appoints test proctor and provides training to all assigned test proctors. Maintains electronic exam program (E-Exam). Installs and maintains E-Exam program. Downloads and installs new and revised tests quarterly via Air Force Institute Advanced Distributed Learning (AFIADL) web site.
 - **Ancillary Training:** 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. Assists in determining ancillary training priorities and requirements in accordance with USAF, ANG, and MAJCOM directives. Assists OPRs in reviewing unit ATP programs and make recommendations for changes or improvements. Generates reports (completions/non-completions) via the Advanced Distributed Learning Systems (ADLS) web site.
 - **Continuing Education:** 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). Meets with other educational service representatives, i.e. college and university representatives, and attend professional development workshops.
 - **Education Services:** 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. Acts as Test Control Officer for on-base DANTES. Organizes education programs to achieve education goals and mission requirements. Implements higher headquarters and MAJCOM education policies and objectives.
 - **Survey Program:** Serves as the base-level QPR for the Occupational Survey Program, Graduate Assessment Survey (GAS) and Field Evaluation Questionnaire (FEQ). Coordinates responses to training feedback and external training evaluations. Develops methods to track surveys, distribute surveys to appropriate UTMs and return surveys to QPR. Distributes AETC Form 156, Student Report Card to appropriate UTM.
 - **Personnel Management:** Performs personnel supervisory/management responsibilities. Plans and schedules work to be accomplished within the training and education function. Oversees and directs the work of one or two subordinate employees. Assists with the establishment of work standards, ensures work assigned by the supervisor is accomplished in a timely and effective manner, and that work complies with established work methods. Accomplishes appraisal for assigned personnel and recommend the filling of vacant positions. Participates in employment interviews and recommends the selection of new employees.

- Resource Management: 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.
- Student Flight Program: Maintains Student Flight Data including accountabilities for all Non-Prior Service (NPS)/Prior Service (PS) personnel. Tracks status of school dates. Provide data to NGB when requested. Processes AF Form 2096 once training is complete, remove member from student flight, and upgrade them.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- Competences: Education and Training Program Administration, Inter-agency Coordination, Training Program Evaluation, Workforce Development

Instructions for Applying:

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - [Air AGR Manager Home Page link \(Home Page\)](#).

- Applications without all required supporting documents as stated on the checklist will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil**

Submit Applications as one single PDF (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.

TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. _____ Letter of Recommendation(s) (If Applicable) (Not required)
7. _____ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, etc.) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

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- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
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