

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-10
Position Title:	Training Technician
Date of Announcement:	21 February 2025
Closing Date:	07 March 2025
Duty Location & Unit:	158 th Force Support Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt/E7; 3F271
Period of Tour:	Initial Tour three years
Selecting Official:	SMSgt Dawn Mason; 802-660-5227; dawn.mason.1@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 T-5 Technician Announcement VT-12685624-AF-25-08 and T-32 Technician Announcement VT-12685811-AF-25-09.
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 # 00840205, Rank/Military Grade: MSgt/E7; AFSC 3F271.
- SSgt/E5 and above are eligible to apply.
- Any AFSC is eligible to apply.
- If applicant does not currently possess the 3F2X1 AFSC they will be required to attain the 3F231 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: —"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." **The AF Form 2096 or an approved waiver, MCR must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.**

- Minimum profile of P3, U3, L3, H3, E3 and S3 is required and must be eligible for worldwide duty IAW AFI 36-101. **(Please attach to application under Other Documents for qualification if not already AFSC qualified).**
- A minimum aptitude score of 62 in ADMIN is mandatory and be able to lift 40lbs.
- **Please refer to current AFECDC** 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 located in the Force Development Office with an Air National Guard (ANG) Wing, Mission Support Group, Force Support Squadron or Flight. This is an Air National Guard (ANG) Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to schedule all formal initial skill, refresher and proficiency training for both officer and enlisted members, which include providing staff planning and multi-level assistance to ensure that required military training objectives are achieved for all assigned units.
- Verifies member eligibility, course availability, and validates school orders, travel orders, PCS procedures, and prerequisites 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. (40%)
- 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. (20%)
- 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. (15%)
- Provides education and training advisory services to commanders and staff on all education and training programs. Confers with unit commanders, unit training managers, operating officials, and On-the-Job Training (OJT) supervisors to discuss training needs. Instructs and briefs supervisory personnel on methods and procedures of training. Advises commanders on training policies and program changes. Assists units in screening and prioritizing school requirements. Provides support and training to unit training managers on training policies and procedures. Identifies training resources in response to unit request for support of OJT. (10%)
- Assists with the development of education and training instructional products. Selects instructional methods that involve the development of lesson plans, task breakdowns, equipment requirements, and instructional aids. Schedules and conducts formal classroom instruction. Develops educational and training objectives and measurement devices. Plans, directs, organizes, and coordinates operations of multimedia education and training programs. Serves as test examiner and the alternate test control officer. Responsible for security, ordering, inventory, and destruction of all tests. Schedules and administers examinations. Ensures testing equipment is properly maintained and secured. Completes required reports as directed. (15%)
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

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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