

IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 24-092AF

Closing Date: 12-Nov-24

POSITION DESCRIPTION:

POSN TITLE: Education and Training

AFSC: 3F2X1 **VICE:** Buhrow

Max: E-7 **Min:** E-6

SELECTING SUPERVISOR INFO:

SMSgt Michael Duder, 515-261-8536,
MICHAEL.DUDER.1@US.AF.MIL

UNIT OF ASSIGNMENT:

132d FSS
Des Moines, IA

FAC: 45B100

POSITION #: 071514334

**Permanent Change of Station (PCS)
may be authorized if in the best
interest of the government.**

WHO MAY APPLY: Current members of the Iowa Air National Guard (IAANG) or must become a member of the IAANG.

ASVAB LINE SCORES

Admin 62

PULHES:

333333

Additional Restrictions:

Demonstrated by weight of 40 lbs

AREA OF CONSIDERATION:

ANY AFSC MAY APPLY, PERMANANANT POSITION WILL NEED TO BECOME 3F2X1

INITIAL

********Checklist must accompany all applications********

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- _____ 2. Copy of Records Review List (RIP).
- _____ 3. AF 422 (Physical Profile Serial Report).
- _____ 4. Copy of most current Fitness Assessment Results with full name and date.
- _____ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- _____ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- _____ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- _____ 8. Technician/Traditional Airman Only - Points Credit Summary.
- _____ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to the closing date and time.

**** DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

Position Description:

Serves as base training manager, ensuring that Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTMs) are qualified in, and knowledgeable of their responsibilities. Supports unit training programs contributing to mission capability. Administers military training programs for all units serviced by the Force Support Squadron (FSS). Oversees programs involving on-the-job training (OJT), formal school training, Professional Military Education (PME), and ancillary training. Advises commanders, UTMs and ADTMs, and through them, the individual supervisors, trainers, and certifiers concerning the status, progress, success, and programming of individual training. Plans, compiles and forecasts requirements for formal school training. Determines training priorities and requirements in accordance with Air Force and ANG directives. Develops statistical trend analyses on the status of training for the organizations serviced. Provides information to commanders, and coordinates actions. Manages all officer and enlisted classification actions. Reviews initial classification for newly accessed personnel. Monitors OJT programs for assigned units. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Reviews personnel records and reports to determine training status of assigned personnel. Ensures that personnel are entered into the appropriate training status, and that adequate training materials, such as career development courses, are ordered. Reviews training progress of individual personnel and initiates appropriate corrective action for substandard performance. Reviews all unit training waivers, Career Development Course (CDC) reactivation/reenrollment requests, and policies for adherence to applicable regulations. Reviews and validates requests for retraining. Advises commanders and supervisors on matters pertaining to Career Development Courses (CDC). Manages the

CDC/PME testing programs. Appoints test proctors. Conducts training to all assigned test proctors to ensure compliance with applicable directives. Coordinates with commanders, unit training managers, and supervisors on the progress of trainees. Conducts base OJT meetings quarterly and forwards meeting minutes to the MAJCOM in accordance with applicable directive. 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. Processes upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. Inputs and updates all mandatory CDC/ECI data. Advises unit commanders and Ancillary Training Program (ATP) OPRs. Assists in determining ancillary training priorities and requirements in accordance with USAF, ANG, and MAJCOM directives. Assists OPRs in reviewing unit ATP programs and makes recommendations for change or improvement. Ensures Memoranda of Understanding (MOUs) between the unit/base and educational institution(s), including colleges and universities providing classes or associated services on base. Meets with other educational service representatives, i.e. college and university representatives, and attends professional development workshops. Acts as Test Control Officer for the base. Appointed as 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 test schedule. Monitors the Distance Learning Defense Activity for Non Traditional Education Support (DANTES), Tuition Assistance and other base education programs. Responsible for implementation of the Computer Based Training Program. Serves as the base POC for the Occupational and Graduate Assessment Survey Programs. Plans and schedules work to be accomplished within the training and education and Student Flight functions. Oversees and directs the work of one or two subordinate employees. Assists with the establishment of work standards, ensures that work assigned by the supervisor is accomplished in a timely and effective manner, and that work is in compliance with established work methods. Performs other duties as assigned.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet requirements as stated in the "Areas of Consideration".
 2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
 3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
 4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
 5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
 6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
 7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
 8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
 9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
 10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
 11. Existing Iowa ANG Promotion policies apply.
 12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
 13. It is mandatory that the appropriate Military Uniform be worn.
 14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4681, 515-252-4047, or 515-252-4751