



# District of Columbia Air National Guard

## AGR Announcement

### 20-445



	<b>OPENING DATE:</b> 15 September 2020	<b>CLOSING DATE:</b> 15 October 2020
<b>APPLICATION MUST BE FORWARDED TO:</b>	<b>Position Title:</b> Training Technician Supervisor	
<b>IN ORDER TO RECEIVE CONSIDERATION</b>	<b>Max Grade:</b> MSgt (E7)	
<b><a href="mailto:NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL">NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</a></b>	<b>Min Grade:</b> TSgt (E6)	
	<b>Must be AFSC:</b> 3F271	
	<b>*Position is 4 year temporary indefinite*</b>	
	<b>Appointment Status</b>	
	[ X ] <b>Enlisted</b> [ ] <b>Officer</b>	
<b>Position Location:</b> 113th Maintenance Operation Flight Joint Base Andrews, MD	<b>AREA OF CONSIDERATION: GROUP III</b> <b>All individuals eligible for entry into the DCANG</b>	
<b>INSTRUCTIONS FOR APPLYING:</b>		
This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically.</b> <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b>		
<b>AGR REQUIRED DOCUMENTS:</b>		
1.) NGB 34-1 ( <i>dated Nov 2013</i> ) Application for AGR Position. <a href="https://www.ngbpdc.ngb.army.mil/ngbforms/">https://www.ngbpdc.ngb.army.mil/ngbforms/</a>		
2.) Copies of last three EPRs / five OPRs.		
3.) Resume ( <i>any format</i> ).		
4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).		
5.) Report of Individual Personnel (RIP) from vMPF only ( <i>must be dated within 60 days</i> ). If clearance is expired you must obtain security memo from the Wing security manager.		
6.) Current Passing Fitness Test from AFFMS II ( <i>Per AFI 36-2905 – current within 12 months</i> ).		
7.) Letter(s) of recommendation ( <i>optional</i> ).		
8.) If missing documents, memo to board president required stating reason why documents are missing.		
<b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A</b>		
<b>Email subject will be in the same format.</b>		
<b>Conditions of Employment:</b>		
<b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.		
<b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.		
If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. <a href="http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdc.ngb.army.mil/publications.htm">http://www.ngbpdc.ngb.army.mil/publications.htm</a>		



# The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

**Announcement Number:** 20-445

**Position:** Training Technician Supervisor

**Brief Description of 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. 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. 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. Performs other duties as assigned.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC Qualified.

**Eligibility Requirements:**

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

**AGR Employment Points of Contact:**

HR Specialist: SSgt Shailah Florvil, [Shailah.Florvil.mil@mail.mil](mailto:Shailah.Florvil.mil@mail.mil) /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, [Adrienne.L.Wilson.mil@mail.mil](mailto:Adrienne.L.Wilson.mil@mail.mil) /202-685-9925 (DSN 325-9925)