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| **TRADITIONAL GUARD VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD**107th Attack Wing9910 Blewett AveNiagara Falls, NY 14103 | **ANNOUNCEMENT#:** | **NF 23-26** |
| **OPENING DATE:** | 11 September 2023 |
| **CLOSING DATE:** | 26 September 2023 |
| **UNIT:** 107th OG | **AFSC: 3F2X1** |
| **MAX AVAILABLE GRADE:** Min Grade: E-5Max Grade E-7 | **AREA OF CONSIDERATION:** 107th Member**:**All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG. |
| **POSITION TITLE:** Training Manager |
| SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Enlisted Classification Directory)Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 157000. |
| **MINIMUM QUALIFICATIONS**: Must meet the minimum requirements as outlined in AFMAN36-2100. |
| **SPECIALTY QUALIFICATIONS (IAW AFECD dated 30 April 2023 v3):****KNOWLEDGE:** The following knowledge is mandatory for the AFSCs indicated: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.**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.**TRAINING:** For award of AFSC 3F231, completion of the basic E&T course is mandatory.**OTHER:** For entry into this SDI, the following are mandatory:3.5.1. For entry into this specialty:3.5.1.1. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).3.5.1.2. Minimum grade E-4.3.5.1.2.1. For ARC, minimum grade E-4. ARC retraining packages are approved by respective ARC 3F2XX Career Field Manager.3.5.1.4. Retraining into the 3F2X1 career field within the Air Force Reserve is restricted to the grades of E-7 and below.3.5.1.5. See attachment 4 for additional entry requirements.3.5.2. For entry, award, and retention of these AFSCs, ability to speak distinctly.*3.5.3.* For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130,*Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security.* |
| **DUTIES AND RESPONSIBILITIES**:2.1. 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.2.2. 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.2.3. 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.. |
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| **APPLICATION PROCEDURES: All** applicants will prepare and forward the following no later than close of business on closing date either by email:* Most Recent vMPF records review RIP
* Most current Physical Fitness Evaluation Report.
* Official Biography

**SELECTION BOARD**A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear. Technical Sergeants (TSgts) selected for, and interview are promotable in accordance with DAFI 36-2502 and sign a service commitment **Selecting Official**: CMSgt Paul Moore**EMAIL APPLICATIONS PACKAGES TO THE FOLLOWING:****EMAIL:** Michael.Owczarczak@us.af.mil**EMAIL:** Stasha.Peritore.1@us.af.mil **SUBJECT: NF** 23-26, 107th OG Training Manager Position |