

TRADITIONAL GUARD VACANCY ANNOUNCEMENT

NY AIR NATIONAL GUARD

109th Airlift Wing Stratton ANGB Scotia, NY 12302

Position Title	Unit Training Manager	Announcement #	A24-09
Unit/AFSC	109 FSS/3F271	Opening Date	
Minimum Grade	E-4	Closing Date	Until filled
Maximum Grade	E-7	Area of Consideration	Nationwide

Specialty Summary

As outlined in AFECD dated 30 April 2024

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.

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.

Specialty Qualifications

1. Knowledge. 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,

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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.

2.2. 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.

2.3. Training. For award of AFSC 3F231, completion of the basic E&T course is mandatory.

2.4. Experience. The following experience is mandatory for award of the AFSC indicated:

- 3F251. Qualification in and possession of AFSC 3F231. Also, experience conducting or developing education or training programs.
- 3F271. Qualification in and possession of AFSC 3F251. Also, experience conducting, supervising, or developing education or training programs.
- 3F291. Qualification in and possession of AFSC 3F271. Also, experience managing education or training activities.

2.5. Other. The following are mandatory as indicated:

- For entry into this specialty:
- ★ Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).
Note: For ARC, sister service applicants do not need to meet this requirement. Applicants must meet all other requirements.
- Minimum grade E-4.
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For RegAF, retraining applicants must shadow a 3F2 for 5 duty days with a current 5-7 level 3F2 appointed by the Base Functional Manager. The days a member shadows does not need to happen consecutively, but all 5 days must be completed before the BFM endorses the interview/recommendation letter. Note, members who have fulfilled ADUTM additional duty within the last year are exempt (documented on BFM recommendation letter). Shadowing topics will include: OJT rosters, TPM briefing, training systems updates, CDCs, work center visits, Microsoft office applications.

3.5.1.3.1. For RegAF and AFRC, written recommendation for retraining approval from the Base 3F2X1 Functional Manager and retraining package (to include retraining recommendation memorandums) must be reviewed and approved by the Air Force 3F2XX Career Field Manager. Note: AFRC retraining packages are approved by respective AFRC 3F2 MAJCOM Functional Manager.

Retraining into the 3F2X1 career field within the ARC is restricted to the grades of E-7 and below. Note, for the ANG, members assigned to the Wing 3F2 Functional Manager position or Base Training Manager position must have a minimum of 24 months as a 3F271.

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*.

Application Procedures

Please send attached Pre-Qualifying Questionnaire to the email address below. Thank you.

Please email applications to: [518-709-4468](tel:518-709-4468) >> DERRICK.THOMPSON.5@US.AF.MIL



PRE-QUALIFYING QUESTIONNAIRE

Date Questionnaire Completed _____ Time _____ AFRISS _____

1. Social Security Number _____ Gender: Male _____ Female _____ Sex: Male _____ Female _____

2. Last Name - First Name - Middle Name _____ Age _____ Birth Date (MM-DD-YYYY) _____

Address _____ City _____ State _____ Zip Code _____

Cell # _____ Cell Carrier (ex-Ver) _____

E-Mail Address _____

3. How did you find out about the Air Guard? _____

3a. Have you spoken to a recruiter in the past year? _____

4. Place of Birth to include **city, state and county** _____

Are you a U.S. Citizen? _____ Permanent Resident? Exp. Date _____ # _____

5. Driver's License # and Expiration date _____ State Issued? _____

Hair Color _____ Eye Color _____ Race _____ Religion _____

6. What is your present height? _____ 7. What is your present weight? _____

8. Highest level of education you have successfully completed? _____

9. Name & Location of last High School _____

Graduated? _____ Graduation Date: _____ Civil Air Patrol? _____ ROTC? _____

10. Name and location of last College _____

Credits # _____ Major _____ Degree? _____ Grad Date: _____

11. Prior Service? _____ Rank? _____ Branch? _____

Dates of Service? _____

RE code _____ SPD _____ Type of Discharge _____

AFSC/MOS/RATE/NEC _____ Job Title _____

12. Present marital status? _____ Is your spouse a military member? _____

13. Do you have any children or anyone dependent upon you for financial support? _____

Do you have children? _____ How many? _____

14. Any expected changes to your marital or dependency status in the next twelve months? _____

15. HAVE YOU EVER been to a Doctor for anything OTHER THAN a normal illness?

This is very important! Please fill out completely. ***Use notes section below to explain.***

- Ever been hospitalized? Explain _____

- Ever had any surgeries? Explain _____

- Ever had any broken bones, pins, screws, or plates? Explain _____

- Ever had any history of migraines, ADD, ADHD, diabetes, asthma or inhaler use, EVER? _____

- Ever had any type of medical counseling what so ever, if so were there any medications involved, (e.g. Prozac or Ritalin, etc.) _____

- Are you currently taking any medications for any medical issues? _____

- Any **Tattoos or Piercing**? If yes, what are they and where are they located? _____

Any exposed tattoo's on Neck, Arms, Legs not covered by shorts and t-shirt? _____

16. Have you EVER Used, Sold, Possessed, or Transported any illegal drugs to include Marijuana? _____

If Yes, how many times? _____ (Need a number)

17. Have you ever been charged, arrested, cited or held by any Law Enforcement agency, to include Minor Traffic or Juvenile violations regardless of the disposition? **This is to include any and all Law violations** to include traffic/parking or any interactions with law enforcement. **Please list dates, court and outcome.**

18. How is your Credit?

Do you have any debt that you are not currently paying on or in collections? _____ Explain if Yes .

***** All medical notes please list **when, where, hosp, dates and specific's** *****

CURRENT JOB: _____

JOB INTERESTS:(1)_____ (2)_____ (3)_____

HOBBIES:_____

OFFICE USE ONLY: DRIVER'S LIC. Yes / No _____ **SOC.SEC. Yes / No** _____ **BIRTH CERT. Yes / No** _____

U.S. PASSPORT Yes / No _____ **H.S.DIP Yes / No** _____ **COLLEGE TRANS Yes / No** _____ **EST SCORE** _____

NEW YORK AIR GUARD >>> TECH SGT DERRICK THOMPSON >>> 518-709-4468 >> DERRICK.THOMPSON.5@US.AF.MIL