

TRADITIONAL GUARD VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD AIR NATIONAL GUARD BASE 109 th Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752	ANNOUNCEMENT#	E-25-122
	OPENING DATE:	13 June 2025
	CLOSING DATE:	18 July 2025
UNIT: 109 Force Support Squadron	Desired AFSCs: 3F2X1, 3F0X1, 3F1X1	
AVAILABLE GRADE: MSgt Min Grade: SSgt	AREA OF CONSIDERATION: Nationwide	
POSITION TITLE: Unit Training Manager		
APPLICATION PROCEDURES: <u>All applicants will prepare and forward the following documents by email:</u> <ul style="list-style-type: none">Cover Letter, Resume, Current Biography of applicant, Last 3 EPB’sMost recent vMPF records review RIP (within the last 60 days)Most current Physical Fitness Evaluation Report from myFitness (must be current and not overdue test) <p><u>Application must be received no later than the closing date of vacancy announcement. Incomplete applications will not be considered.</u></p> <p><u>Applications will only be accepted with all documents in a single PDF</u></p>		
APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL		
SEND APPLICATIONS TO: caleb.brumleve.1@us.af.mil		
SUBJECT: Unit Training Manager Position Vacancy Advertisement		
<u>SELECTION BOARD:</u> 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.		
<u>Selecting Official:</u> MSgt Caleb Brumleve		
DUTIES AND RESPONSIBILITIES: 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.

MINIMUM QUALIFICATIONS as listed in AFECB:

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, 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. Familiarization with computer programs such as Microsoft Word, Excel and PowerPoint is recommended.

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.

Experience. The following experience is mandatory for award of the AFSC indicated: 3F251. Qualification in and possession of AFSC 3F231. Experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions (if applicable).

3F271. Qualification in and possession of AFSC 3F251. Experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions (if applicable). 3F291. Qualification in and possession of AFSC 3F271. Experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions (if applicable).

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. 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. For entry, award, and retention of these AFSCs, ability to speak distinctly. 15. 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*.

Note for ARC Only: Refer to the 3F Introduction section for FSS SEL position information.

Must meet the minimum requirements as outlined in AFMAN 36-2664, AFMAN 36-2100