



**DISTRICT OF COLUMBIA  
AIR NATIONAL GUARD  
UNIT TRAINING MANAGER  
MILITARY VACANCY ANNOUNCEMENT**



**POSITION, TITLE, LOCATION**

Traditional Guardsman (Part-time)  
Unit Training Manager – 3F271 (E-7 Master Sergeant)  
113th Wing, DC ANG  
Joint Base Andrews, MD 20762

**CLOSING DATE:**

Open Until Filled

**OPENING DATE:**

2 November 2022

**AREA OF CONSIDERATION:** TSgt through MSgt who meet qualifications and or current members of the AIR NATIONAL GUARD.

**DUTIES**

The Unit Training Manager reports directly to their respective unit Commander. The position leads the squadron training program, and only those applicants with the highest level of demonstrated professionalism and leadership will be considered and interviewed. The 113th CES is looking for applicants to fill this vacancies within the Squadron.

Plans, directs, controls, and oversees all elements of the Civil Engineering Squadron training program. Monitors OJT training needs, problems, and goals. Responsible for development, management and control of Civil Engineering Technical Training and Career Development. Advises on critical or controversial training and training management issues which may arise, and provides solutions to these issues. Advises commanders, supervisors on training activities and ways to improve standards and to discuss their needs, problems, and goals. Works with personnel at all levels to ensure training programs provide skill, upgrade and technical knowledge necessary to meet mission requirements. Inspects activities pertaining to training for compliance with policies and instructions on a periodic basis. Processes upgrade training, retraining, withdrawal from training, and related training actions for inputs into appropriate information data systems. Reviews test results and other qualification data of newly assigned personnel to determine requirements for additional qualification and/or proficiency training, and certifications. Manages training data in computer based systems as required. Obtains data for Training Personnel Requirements (TPR); forecasts/budgets to identify Air Education and Training Command (AETC) or Mobile Training Team (MTT) requirements. Determines and establishes the type of training requirements for new systems and equipment based upon advance notice. Coordinates with Base Training on matters related to the scheduling of mandatory testing for CDC's. Coordinates with sections related to conducting / scheduling or supporting training requirements. Develops and publishes monthly training schedules. Maintains student data including accountability for all Prior Service (PS) personnel and status of school dates. Reviews ARCNET for Total Force Awareness Training compliance as well as monitors progress of upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. May be required to work with Prime BEEF Manager to establish and develop training programs and classes for Prime BEEF, OJT, and wartime task training.

## **QUALIFICATIONS**

1. We are not able to accept applications from AGR Members at this time
2. Applicants must be a Technical Sergeant or current Master Sergeant
3. Applicants who were previously removed from a position for cause, unacceptable behavior or substandard performance will not be considered.
4. For initial application, the member must have scored 75 or above on the last fitness test, no failure on any portion within the previous 12 months. Additionally, Airman must not have had PT exemptions except those due to pregnancy and/or deployment at the time of their last fitness test before the COVID-19 Exemption.
5. Applicant will not be on a profile limiting their ability to perform all parts of the Fitness Assessment at time of application or while attending the required school.
6. Must be available to attend the AFSC specific training within **12** months of being selected for the position.
7. Have exceptional leadership and managerial skills.
8. Have the ability to speak clearly and distinctly.
9. Candidates must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.
10. Must be financially stable with no record of Government Credit Card misuse.

## **INSTRUCTIONS FOR APPLYING**

Submit the following to CMSgt Mongold, 113th FSS Superintendent ([richard.mongold.1@us.af.mil](mailto:richard.mongold.1@us.af.mil))

1. Military Resume
2. Personnel Rip from VMPF <http://www.afpc.randolph.af.mil/vs/>
3. One-page letter stating why you want to serve as a First Sergeant in the 113th Wing. (Your writing skills will be taken into consideration)
4. Letter of recommendation /endorsement from your Commander
5. Copy of most recent Physical Fitness Test results
6. Last two EPRs

If there are any questions about the application process, please contact the 113th Civil Engineer Squadron Chief at [joshua.vance.2@us.af.mil](mailto:joshua.vance.2@us.af.mil). No packages will be returned. Incomplete packages will not be considered.

## **EVALUATION/SELECTION PROCESS**

Applicant packages will initially be evaluated by the 113th Force Support Squadron, Senior Enlisted Leader for compliance. After determination of eligibility, applicants will be notified by the 113th CES Chief to meet an interview board. After the interview board, the results are forwarded to Commander for selection.

All applicants will be notified by the 113th CES Chief of the final result and will be given the opportunity for feedback.

Interviews are primarily scheduled to coincide with the 113th Wing quarterly promotion boards, however, alternate scheduling can be conducted at a date and time to be determined.