



District of Columbia Air National Guard

AGR Announcement

18-368



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 6 June 2018</p>	<p>CLOSING DATE: 6 July 2018</p>
<p>Position Title: Training Technician Max Grade: TSGT (E6) Min Grade: SSGT (E5) AFSC: 3F251, 3F271 Other AFSC's: Must have 5 level Any AFSC</p>		
<p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>		
<p>Position Location: 113th Maintenance Operations Flight Joint Base Andrews, MD</p>	<p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG</p>	

INSTRUCTION FOR APPLYING:
 This office will **NOT** accept mailed applications. **You must send applications electronically.** **Failure to submit all required documents as outlined below will result in your application not being considered for employment.**

AGR REQUIRED DOCUMENTS:

- 1.) NGB 34-1 (*dated Nov 2013*) Application for AGR Position. <http://www.ngbpdcc.ngb.army.mil/forms.htm>
- 2.) Copies of the last five OPRs (*Officers only*).
- 3.) Resume (*any format*).
- 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
- 5.) Individual Personnel (RIP) from vMPF only (*must be dated within 60 days*).
- 6.) Current Fitness Test from AFFMS II (*Per AFI 36-2905 – current within 12 months*).
- 7.) Security Clearance verification memorandum (*Do not submit a JPAS print out*).
- 8.) Letter(s) of recommendation (*optional*).

***All documents must be consolidated into a single pdf. File. DO NOT put in PDF Portfolio format. Send applications in the following format: MVA number, Rank, last name, First name, Middle Initial. Ex: 18-100 – SSGT DOE, JOHN A**
***Any documents with SSN must have the SSN redacted (Blacked-out).**

Conditions of Employment:
National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.
Electronic Funds Transfer: 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.

Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. **Incomplete applications will not be considered.** 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.

Equal Employment Opportunity: 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.
http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7
<http://www.ngbpdcc.ngb.army.mil/publications.htm>



The District of Columbia Air National Guard



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: 18-368
Position: Training Technician
Brief Description of Duties: Accomplishes formal training actions through the Pipeline Management Systems (PMS). Validates completed formal school applications. Enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training. Monitors the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies; provides advice to commanders, supervisors and unit training manager on matters pertaining to ECI/CDC programs. Conducts quarterly inventory of safe containing CDC test material in accordance with regulatory guidance. Ensures Unit Training Managers (UTMs), Additional Duty Training Managers (ADTMs), supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives and procedures pertaining to on-the-job training (OJT). Implements and distributes periodic changes in training and assignment requirements from USAF, as well as notification of Air Force Specialty Codes (AFSC) consolidation. Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools. Ensures that departing personnel have in their possession orders, records and reporting instructions. Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Maintains administrative suspense, publication files and records within the section; provides safeguards for CDC test materials; prepare reports, correspondence, requisitions forms, publications and maintains records sets of special orders on approved school tour applications and ensures formal school tour workdays and funding is available. Accomplishes Community College of the Air Force (CCAF) registration and enrollments for assigned members. Ensures progress reports reflect proper semester hours of Air Force schooling and that transfer credits are applied from local colleges/universities or credit by examinations. Counsels full-time and traditional guardsman of CCAF standing and general educational requirements to complete and Associates in Applied Science Degree. Performs other duties as assigned.
Qualifications: <ol style="list-style-type: none">1. Must be able to retain a SECRET security clearance.2. Must Be AFSC Qualified. AFSC: ANY 5 LEVEL3. Must be able to qualify into 3F2X1. ASVB - 59 General
Eligibility Requirements: <ol style="list-style-type: none">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 MDG.3. Must meet all eligibility requirements in accordance with ANGI 36-101.
AGR Employment Points of Contact: HR Specialist: SrA Shailah Florvil, shailah.florvil.mil@mail.mil /202-685-8813 (DSN 325-8813) AGR Manager: CMSgt Jeffrey Warren, jeffrey.c.warren3.mil@mail.mil /202-685-9924 (DSN 325-9925)