



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 20-075-ANG

This is an Occasional AGR Tour

Occasional AGR Tour will be for 2 years, at a minimum, after which it may be extended or curtailed based on the needs of the Wing. Dependent on Local MCR approval.

POSITION INFORMATION

Position:	Unit Training Manager	Grade:	E-7
Location:	194 MSG Camp Murray, WA	AFSC:	3F2X1
Opening Date:	9 February 2020	Closing Date:	10 March 2020

WHO CAN APPLY

Only current members of the WA ANG

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Applicant must possess, 3F2X1 AFSC, or be able to obtain within 12 months. Must hold a 5-level or higher in any AFSC. Must meet requirement for re-training into 3F2X1 AFSC – PULHES: 333333, ASVAB: A-62
- Applicant, at minimum, must be the grade of E-4
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

Responsible for setting up and managing the Group Unit Training Manager Program. Must be able to communicate clearly and effectively within the Group, the Base Training office, across the Wing as well as other external organizations.

-Manages the Group On-the-Job Training (OJT) program. Develops and implements policies and procedures to provide a uniform and effective internal OJT program. Conducts meetings to familiarize trainers and supervisors with the concepts, scope, objectives, methods and procedures, which must be followed. Insures that all eligible personnel are entered in upgrade training (UGT) and receive applicable Career Development Courses (CDCs).

-Coordinates with and advises commanders on the progress of trainees and schedules supervisor and commander evaluations at required time frames. Processes classification actions as necessary. Manages unit formal training program by providing duty sections with guidance on all



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aspects of formal training. Monitors the formal training program to include technical courses, CDCs, and OJT for all sections serviced.

-Advises Commander, section OICs, trainers and supervisors of the policies, status, progress and programming of training. Manages the ancillary training program (ATP). Standardizes training procedures and techniques. Develops, tracks, and reports on unit-wide ATP using automated tools. Focal point for all Computer Based Training (CBT) programs, Distance Learning (DL) programs, and Warrior Network programs, to include setup, operation and program availability.

-Integrates training needs and priorities into the unit's planning and decision-making. Ensures unit has developed an annual training plan, which will include upgrade training for all assigned personnel, and indicate which type of training will be accomplished at each Unit Training Assembly (UTA).

-Serves as the Group's liaison for external training opportunities and resources. Organizes and facilitates Staff Assistance Visits for each Group unit to provide assessment and actionable feedback for unit-level training programs.

-Prepared to manage the Group's MICT and IGEMS program.

-Prepared to provide oversight of the Group Unit Deployment Manager program.

-Prepared to provide Resource Advisor functions to the Group.

-Any other duties or responsibilities as deemed necessary by the commander.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*, version dated 20131111
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) AF Form 422 (*not required if current WA ANG member*)
- 8) Response to Job Elements (*not required, but highly encouraged*)

Submission of application:

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

***All application documents must be consolidated into a single .pdf file if at all possible.**

***When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)**

***If you do not receive an email "confirmation of receipt" within 4 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347**



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Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 2-3 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347