

**POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
242D COMBAT COMMUNICATIONS SQUADRON
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT #FY-20-02-035**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
242d Combat Communications Squadron Fairchild AFB WA 99011	27 Feb 2020	27 Mar 2020	0870768
POSITION TITLE, GRADE, AFSC, FACILITY:			
Unit Training Manager, up to MSgt, 3F271			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ol style="list-style-type: none"> 1. Must Possess or be eligible to obtain a 3F271 2. Must possess a Secret Clearance 3. Must have a current and passing physical fitness score. 			
AREA OF CONSIDERATION:			
All members of the Washington Air National Guard and those eligible for enlistment in the Washington Air National Guard.			
WORKING CONDITIONS:			
This is a Drill Status Air National Guard position in the 242 CBCS. Selected individual will work primarily in an office environment, however, some field exercises and deployments are required. Travel is occasionally required to attend mandatory schools, conferences, etc.			
SUMMARY OF DUTIES:			
Manage 242 CBCS training programs to ensure all required training is accomplished. Work closely with Commander, section supervisors, and base training for status, training, recommendations, coordination, policy and procedures.			
OTHER REQUIREMENTS:			
Expected to attend all UTAs, Annual Training, and remain eligible for World Wide Deployment. Members wishing to cross-train must be able to meet minimum requirements in AFECDC.			
Familiarity with Combat Communications Squadron processes and procedures along with leadership, management and organizational skills are preferred.			
SPECIALIZED EXPERIENCE:			
This is NOT an entry level position but is available for re-training. Candidates must			
<ol style="list-style-type: none"> 1. Be able to manage Air Force Training Programs, identify training problems, and recommend corrective solutions. 2. Have strong organizational skills, and a solid fundamental knowledge of computers, software packages, (including AFTR, TBA, IMDS, MS Windows and Office Suite), and sub systems. 3. Have experience in developing, conducting, and supervising training programs and activities. 4. Have knowledge of Air Force On-the-Job Training policies and functions. 5. Have knowledge of the duties and responsibilities of a Training Manager (AFI 36-2651). 6. Must have strong writing skills to formulate policies and give monthly presentations or briefings. 7. Be able to interpret and apply Air Force training rules and regulations. 8. Must demonstrate exceptional integrity, leadership qualities and interpersonal skills. 			

INFORMATION

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS

APPLICATION SUBMISSION REQUIREMENTS:

1. Resume cover letter
2. 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)
3. Current Report of Individual Person (RIP from vMPF)
4. Point Credit Summary (PCARS) from vMPF
5. Current Report of Individual Fitness
6. Letter(s) of Recommendation (Optional)

EMAIL RESUME TO:

TSgt Junelee De Pio
junelee.de_pio.3@us.af.mil

OR SEND TO:

242 CBCS/CCQP
15 S Graham Road, Bldg 447
Fairchild AFB, WA 99011

Applications must be received NLT 1200 on closing date.

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EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.