



North Dakota Air National Guard Active Guard Reserve (AGR) Position Vacancy Announcement

**Human Resource Office
North Dakota Army National Guard
P.O. Box 5511
Bismarck, ND 58506-5511**

**Human Resource Office
North Dakota Air National Guard
119th WING/HR
1400 32nd Ave North
Fargo, ND 58102-1051**

Announcement Number: ANG 20-34 (R)

Application accepted from: 26 March 2020

thru close of business on: 15 April 2020

Position Title & Grade: Education & Training Craftsman, MSgt

Position No: 0826291

Location of Position: 119th CES, Fargo ND

Security Clearance: Secret

Earliest Fill Date: ASAP

Interviewing Supervisor: SMSgt Daniel Anderson, Facility Systems Superintendent

Appointment Factors:	AGR	ENLISTED	PERMANENT	NON- SUPERVISORY
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Area of Consideration:

Current Enlisted Members of the NDANG

***Members are also required to have a 5 skill level or higher in any AFSC to be considered for this position and additionally hold the rank of SrA or higher.**

Compatibility: 3F2X1

INDIVIDUAL DOES NOT NEED TO BE CURRENTLY BE ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION. COMPATIBILITY REQUIREMENTS MUST BE MET OR A SPECIFIC PLAN BE DEVELOPED UPON SELECTION.

BRIEF DESCRIPTION OF DUTIES:

Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities.

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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.

SPECIALIZED EXPERIENCE:

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.

Prior qualification in any AFSC at the 5-skill level or higher.

Training. For award of AFSC 3F231, completion of the basic E&T course is mandatory.

AGR MEMBERS ENTERING ON FULL TIME MILITARY DUTY (ORDERS WHICH ARE 3 YEARS) MUST BE MEDICALLY QUALIFIED IAW AFI 48-123 & THE NGB/SGP CONSOLIDATED MEMORANDUM. INDIVIDUALS MUST HAVE A CURRENT PHYSICAL AND DENTAL EXAMINATION WITHIN TWELVE (12) MONTHS PRIOR TO ENTRY DATE, HIV TEST WITHIN THE LAST SIX (6) MONTHS, AND CARDIAC

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RISK INDEX ASSESSMENT FOR PERSONNEL AGE 40 OR OLDER. AGR ACCESSIONS ARE MEDICALLY APPROVED BY THE NORTH DAKOTA STATE AIR SURGEON; THOSE MEMBERS ON WWD WAIVER CONSIDERATION MUST BE APPROVED BY THE NGB/SGPA OFFICE.

1. **HOW TO APPLY:**

***FAILURE TO PROVIDE REQUIRED DOCUMENTS/ STATEMENTS WILL RESULT IN DISQUALIFICATION**

- a. Submit a complete & signed NGB Form 34-1 dated 11 Nov 2013, Application For Active Guard/Reserve (AGR) Position.
- b. Submit a Report of Individual Person (RIP) from vMPF.
- c. Fitness Test within the past 12 months, this can be retrieved from the AF Fitness Management System (AFFMSII) also on the Air Force Portal
- d. You may attach any documentation you feel is necessary or that will enhance your possibilities for selection (examples DD Form 214, certificates, diplomas, letters of recommendation, etc.)
- e. Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN midnight on the closing date. HR commercial telephone: BISMARCK (701) 333-3298 or FARGO (701) 451-2267. Applications must be submitted via email to USAF ND 119 WG Mailbox HRO at address: usaf.nd.119-wg.mbx.hro@mail.mil.

2. **CONDITIONS OF EMPLOYMENT:**

- a. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- b. Initial AGR tour is contingent upon selectee meeting all medical standards as outlined in AFI 48-123 and medical standards directory. An HIV blood draw needs to be within last 6 months of initial AGR tour start date.
- c. This vacancy announcement will be for an initial active duty tour of 3 years. Subsequent tours will be six (6) years or less. Extensions beyond the initial tour will be based on information in ANGI 36-101 and current force management procedures.
- d. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f).
- e. The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods.
- f. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position.
- g. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

3. **EQUAL OPPORTUNITY:**

The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-

Visit us on the Web: www.ndguard.ngb.army.mil/joblisting

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