

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2004-12

OPENING DATE: 24 September 2004

CLOSING DATE: 25 October 2004

ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND NUMBER:

Training Technician
PDCN: F8613000
814557
AFSC: 1C4XX

UNIT/ACTIVITY AND DUTY LOCATION:

118th Air Support Operations Squadron,
NCANG, New London, NC

GRADE AND SALARY:

Pay and allowances commensurate with military grade not to exceed MSgt/E-7.

WHO CAN APPLY: TECHNICIAN: The area of consideration for this position is STATE OF NORTH CAROLINA.

HOW TO APPLY: All eligible applicants must submit an Application for Active Duty Guard/Reserve (NGB Form 34-1) to the Office of the Adjutant General, State of North Carolina, ATTN: MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, not later than the close of business on the above indicated date.

QUALIFICATION REQUIREMENT: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Must meet the mandatory requirements for entry, award, and retention of AFSC as stated in AFM 36-2108. Knowledge is mandatory of: the ability to develop, administer and evaluate education/training programs, the ability to secure facilities and coordinate training, the ability to gather data and compile plans and reports and the ability to coordinate and control testing programs.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the 118th ASOS, NCANG is mandatory. AGR Grade: not to exceed MSGT/E-7. AFSC: 1C4X1. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training. Member must remain in the position to which initially assigned for a minimum of 12 months.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plans, organizes and administers the tactical ground Standardization/Evaluation program for assigned Tactical Air Command and Control (TACCS) Specialists (AFSC 1C4X1). Conducts scheduled and unscheduled evaluations of TACC personnel. Upon completion of evaluations conducts debriefings which include additional evaluation of communications, vehicle and procedural knowledge and a critique of the examinee's performance. Prepares reports in accordance with command directives on conduct and results of evaluations. Certifies other drill status guardsmen Standardization/Evaluation examiners. Provides counseling and advice to examinees failing examinations and reschedules them for additional ground training and evaluation. Conducts combat environment training for Air Liaison Officers (ALO). Assists ALO in conducting terminal attack control for enlisted terminal attack control/ALO evaluation. Incumbent must be certified mission Ready as an Enlisted Terminal Attack Controller (ETAC). Assists in the development, preparation and review of the Training and Career Development Program for both full time and drill status guardsmen. These programs include on-the-job training, upgrade training, job knowledge training, continued proficiency training, and professional development training for all members of

operations branch. Determines training requirements by reviewing and correlating information derived from Standardization/Evaluation, training reports, training records and documentation accumulated as a result of previous training. Balances training needs against available training sources. Ensures that training programs will provide both the skill and technical knowledge necessary for safe and efficient mission performance as determined by Standardization/Evaluation. Drafts directives for the administration and control of Standardization/Evaluation programs. Advises the commander, technician supervisor, and other staff as to skill levels and mission readiness of personnel assigned to the organization. Recommends areas of training and retraining, to maintain unit effectiveness. Determines and establishes the training and evaluation requirements for new systems and equipment based upon advanced data obtained from plans and programs. Identifies problem areas, determines causes, and recommends corrective actions in all operations training and evaluation programs. Prepares lesson plans for presentation of subject matter and develops scenarios for mission training and standardization/evaluation in field environment. Determines effectiveness of progression of training programs through review of reports, training records, and actual evaluation of training. Provides technical mission oriented assistance and policy guidance to maintain an effective training program to satisfy unit mission readiness needs. Develops, organizes, publishes, administers and controls all written examinations given to Tactical Air Command Controllers (TACC) and Air Liaison Officers (ALO). Analyzes examination results and recommends corrective action as appropriate to ensure that quality of training is at the required Mission Ready (MR) level. Updates questions and tests, monitors fail rates for questions and subject areas. Serves as a test proctor for written tests. Plans and conducts inspections of all OPS training activities to ensure that records are maintained in accordance with established directives. Prepares training activity reports and inspection reports. Coordinates training schedules with sections and activities outside the organization to minimize disruptions of the operations program. Analyzes tactical ground evaluation data and performance standards and identifies undesirable trends. Determines corrective magnitude of the problem, initiates corrective action or makes recommendations to the senior TACC/ALO. Maintains and controls evaluation folders for all mission ready TACC's and ALO's attached to the unit. Determines and recommends to supervisor mission oriented training needs. Develops and monitors schedules for both officer and enlisted personnel. Assists in the review of lesson plans training. Ensures adequate classroom space, field training areas, and appropriate training aids and equipment are available to conduct required standardization/evaluations. Stores, maintains and controls training syllabi, phase manuals, briefing guides, mission descriptions, academic texts, academic course notes and tests and training aids. Maintains TACP training records, reports, maps and required Army and Air Force publications. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board. This job announcement will be posted to the 145 MSF web page on the opening date.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1