



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)
Open**



ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-014-A-Air		25 November 2014	09 December 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd FW	Fort Wayne, IN	N/A	SSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
LRS Training Manager	TBD	E-5/SSgt	E-5/SSgt

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 2S051

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females**.

DUTIES AND RESPONSIBILITIES

Responsible for overall Logistics Readiness Squadron training program management IAW AFI 36-2201. Serves as the Training Business Area (TBA) automated training system administrator. Provides career development program management, develops training policies and procedures, and conducts staff assistance in each LRS work centers. Chairs and conducts training meetings with management to resolve critical or controversial issues. Coordinates and schedules formal schools to include technical schools for all squadron career fields. Plans and initiates cross-training and familiarization training to effect better personnel utilization. Provides guidance to section supervisors in the selection of Enlisted Specialty Training (EST) trainers and task certifiers. Coordinates Air Force Training Course (AFTC) for assigned personnel, including qualification, upgrade, proficiency, professional development and general military training. Coordinates and manages exportable courses and Career Development Course (CDC) programs. Advises commander on training deficiencies, problem areas, and recommends solutions. In coordination with supervisors, prepares long-range career development programs for enlisted personnel. Ensures development of a Master Training Plan for each Flight in the Logistics Readiness Squadron. Conducts inspections of all squadron training areas to ensure that records are maintained in accordance with established directives. Compiles and prepares Status of Resources and Training System, Defense Readiness Reporting System, and Air Expeditionary Force (AEF) Readiness Tool reports. Identifies shortfalls and recommends corrective actions, and provides status and readiness briefings to Squadron and Wing commanders. Serves as Unit Deployment Manager (UDM) for personnel and equipment.

Initiates all changes, modifications, additions and/or deletions to personnel and equipment tasking and assignments through the Logistics Readiness Squadron Commander. Monitors readiness, conducts deployment readiness training, manages and maintains Air Force deployment folders.

GENERAL EXPERIENCE

Member must have a minimum of 18 months experience conducting on-the-job (OJT) training and/or managing a training program. Must meet or obtain the career field training requirement for the Air Force Specialty Code (AFSC) 2S051. Knowledge of commonly used methods, procedures, Air Force (AF) and National Guard Bureau (NGB) regulations and guidance governing and relating to developing, presenting and managing mobility and training programs for the Logistics Readiness Squadron. Knowledge of methods and procedures to develop training and of the methods used to evaluate training effectiveness. Ability to communicate effectively and clearly, both verbally and in writing.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Educational Requirements and/or Substitution of Education for Experience:** For entry into this specialty, completion of high school with courses in chemistry, general science, and mathematics is desirable.
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: SSgt Doctor

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Osborn: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement**. **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarng.mbx.mdihweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

