

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 16-039a Open Date: 8 March 2016 Close Date: 6 April 2016

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: EDUCATION & TRAINING SUPERINTENDENT

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SMSgt/E8

ORGANIZATION/LOCATION: 175TH FSS, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SEQUENCE: # 360582

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO ONBOARD AGR AND CURRENT ENLISTED MEMBERS OF THE MARYLAND AIR NATIONAL AND THOSE ELIGIBLE FOR MEMBERSHIP AND MEMBERS ON STATUTORY TOUR.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to be move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Plans, directs, controls, and oversees all elements of the Education, Training and Distance Learning Programs. Provides Education and Training advisory services to commanders and staff on all education and training programs. Monitors OJT programs for assigned units. Confers with management and other key operating personnel to discuss training needs, problems and goals. Inspects activities pertaining to Base Education and Training for compliance with policies and instructions on a periodic basis. Manages data in computer based systems. Serves as the Distance Learning (DL) Office point of contact. Ensures accuracy of MILPDS data and performs functional review of data reliability. Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and records; safeguards AFIADUCDC test materials, and prepares reports, correspondence, requisitions and forms. Serve as Test Control Officer (TCO) for CDC testing. Safeguards AFIADUCDC test material. Serves as the Ancillary Training Program (ATP) OPR. Prepares Memorandums of Understanding (MOU) between the unit/base and educational institution(s), including colleges and universities, providing classes or associated services on base or at geographically separated units (GSUs). Plans and directs activities in accomplishment of education services programs including Distance Learning, Defense Activity for Non Traditional Education Support (DANTES), Community College of the Air Force (CCAF), Air Force Automated Education Management System (AFAEMS), Tuition Assistance and other base education programs. Serves as the base-level QPR for the Occupational Survey Program, Graduate Assessment Survey (GAS) and Field Evaluation Questionnaire (FEQ). Performs personnel supervisory/management responsibilities. Monitors and oversees the School Resource Report (SRR) program, which forecasts Military Personnel (MilPers), and Operation and Maintenance (O&M) resource requirements for formal schools. Maintains Student Flight Data including accountability for all Non Prior Service (NPS)/Prior Service (PS) personnel. Performs other duties as assigned.

AFSC

AFSC: 3S291 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted).

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must hold or be able to obtain a secret security clearance.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

1. NGB Form 34-1, **DATED 20131111** Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

For On-Board AGR Only Positions:

6. If you are a **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization.

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: NGMD-AG-HRO
AGR BRANCH
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288
FAX 410-576-6176**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION