



## **TRADITIONAL GUARD**

### **ENLISTED VACANCY ANNOUNCEMENT**

**CLOSING DATE:** *Until filled*



**POSITION TITLE:** Education and Training

**UNIT:** 276<sup>th</sup> Cyber Operations Squadron      **AFSC:** 3S2X1      **AUTH GRADE:** MSgt (E7)

**AREA OF CONSIDERATION:** This is a Maryland Air National Guard Drill Status Guardsman position open to current enlisted members of the Maryland Air National Guard and individuals eligible to enlist.

#### **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.

#### **QUALIFICATIONS:**

- 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.

- For entry into this specialty, completion of high school or higher education level is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.
- Applicant must meet minimum mandatory entry requirements: 59 General on the ASVAB.
- Applicants not qualified in the AFSC must become qualified within 18 months.
- Prior qualification at the 5-skill level or higher in any AFSC.
- Minimum grade for entry into this AFSC is E-5.

**APPLICATION PACKAGE REQUIREMENTS:**

- Cover Letter
- Resume
- RIP or vMPF print out
- Copy of AF Fitness Assessment Score
- Copy of last three EPRs
- DD Form 214-Record of Separation/Discharge from the US Armed Forces (if applicable)

**APPLICATION PROCEDURES:**

Submit completed application package using one of the following options:

1. Send package as an attachment to an encrypted email to [johnna.l.long.mil@mail.mil](mailto:johnna.l.long.mil@mail.mil).
2. Send package via the ARMDEC SAFE web application (<https://safe.amrdec.army.mil/safe/Welcome.aspx>) to [johnna.l.long.mil@mail.mil](mailto:johnna.l.long.mil@mail.mil).
3. Print and mail application to:  
3S2 Vacancy  
276 COS/CSS  
ATTN: MSgt Johnna Long  
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**POC:**

For additional information please contact MSgt Johnna Long ([johnna.l.long.mil@mail.mil](mailto:johnna.l.long.mil@mail.mil)).