

## OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

<b>UNIT OF ASSIGNMENT, POINT OF CONTACT AND PHONE NUMBER:</b>	<b>ANNOUNCEMENT NO: 178-2022-1974</b>
178th Intelligence, Surveillance & Reconnaissance Group 1128 'A' Avenue Springfield, OH 45502	<b>SELECTING OFFICIAL:</b> Lt Col John K. Kelch
<b>Position Point of Contact (POC):</b>	<b>FSS POC:</b>
MSgt John F. Baumann john.baumann.4@us.af.mil DSN 346-2268 Comm 937-327-2268	MSgt Lincoln Clark, Retention Manager lincoln.clark@us.af.mil DSN 346-2399 Comm 937-327-2399
<b>POSITION, TITLE, STATUS</b>	<b>NUMBER OF POSITIONS: 2</b>
Education And Training Drill Status/Traditional Guardsmen	
<b>OPENING DATE:</b> 11 March 2022	<b>CLOSING DATE:</b> 16 May 2022
<b>MIN MILITARY GRADE:</b> SrA	<b>MAX MILITARY GRADE:</b> MSgt
<b>MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION:</b> 3F2X1	
<b>AREA OF CONSIDERATION:</b> Open to all applicants eligible to become members of the Ohio ANG	
<b>For FSS Use Only: ETP Approval Date:</b> <input checked="" type="checkbox"/> n/a	

### DUTIES:

This position is located on the Headquarters Staff Element of the 178th Intelligence, Surveillance and Reconnaissance Group at Springfield ANGB, Springfield, Ohio.

The incumbent will develop, deliver, and evaluate E&T programs. Apply instructional system development (ISD) processes. Collect and analyze job performance data, and conduct occupational analysis surveys. Compare individual knowledge and skills with job standards, and identify E&T requirements. Develop and validate standards. Determine adequacy of existing courses and programs. Screen and validate formal E&T requirements. Develop objectives to meet Air Force academic, vocational, and technical standards. Determine most cost effective method to deliver E&T. Sequence objectives; select instructional design, method, and media; and identify resource needs. Create materials to support objectives. Develop tests and standards to measure individual abilities. Evaluate E&T programs, recommend actions to correct deficiencies, and oversee evaluations and surveys. Conduct, validate, and revise programs and instruction. Coordinate user feedback with career field managers and E&T providers, and monitor corrective actions. Administer E&T programs. Consult on ISD process and career field E&T plans (CFETP). Advise on E&T materials and services. Conduct work center visits, and organize programs to develop and conduct job site training. Advise on unit and individual E&T progress. Identify E&T providers, capabilities, and resources, and ensure availability of materials. Recommend revisions to E&T programs and CFETPs. Help obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepare and maintain records, files, and materials. Maintain liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinate and schedule events and facility use. Request course quotas; monitor formal E&T process; and maintain records of course attendance, withdrawals, completions, and costs. Manage automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinate contingency task training. Organize E&T programs to achieve educational goals and mission requirements. Prepare directives to manage and control E&T programs. Implement policies and coordinate changes. Develop and manage reporting procedures. Maintain E&T data, and provide statistical reports on programs and operations. Monitor progress, identify problem areas, determine causes, recommend

corrective action, and provide counsel. Organize and control facilities, supplies, and equipment to support E&T needs. Forecast E&T requirements, determine validity, and assesses cost. Participate in utilization and training workshops, training planning teams, and training planning groups.

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**EVALUATION PROCESS:**

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

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**MANDATORY REQUIREMENTS:**

Applicants must possess:

1. No overdue EPRs or GTC balances;
2. If not currently a SSgt, be promotion eligible by the closing date of this announcement;
3. Knowledge 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;
4. Experience in: performing multiple tasks in a high-paced and dynamic environment with the ability to prioritize responsibilities; communicating effectively, both orally and in-writing, to senior staff; reading and interpreting policies/instructions to translate to teammates;
5. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security;
6. A 3F2X1 AFSC.

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**APPLICATION MUST CONTAIN:**

OHANG Form 2, *Application for E6 and Above Vacancy*

Air Force Fitness Management System (AFFMS) Report with passing score (available via AF Portal)

Individual Medical Readiness (IMR) Report (available via AF Portal from ASIMS)

vMPF RIP

OHANG Form 4, *OHANG Eligibility Checklist for Enlisted Promotions*

Copies of last three EPRs as applicable

Any Additional Requirements (Licenses, Transcripts, etc.)

Resume

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**APPLICATION MAY CONTAIN:**

Additional Options here (Cover Letter, Letters of Recommendation, etc.)

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**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

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**APPLICATION SUBMISSION:**

Applications may be submitted to the FSS POC via email at [lincoln.clark@us.af.mil](mailto:lincoln.clark@us.af.mil) or via hard copy to the following mailing address:

**MAILING ADDRESS:**

178 FSS/ROM, ATTN: MSgt Lincoln Clark  
5319 Regula Ave  
Springfield, Ohio, 45502

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**APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE**

Successful application will be assigned to compatible military position in an appropriate unit of assignment in the Ohio Air National Guard as shown above. If enlisted, this position is being announced in accordance with ANGI 36-2101 OHANG Supplement, 15 February 2016, and is a Traditional Guardsman (part-time) employment opportunity. If officer, this position is being announced in accordance with OHPD-011, *Ohio Air National Guard Officer Assignments Policy*, 24 April 2015, and is a Traditional Guardsman (part-time) employment opportunity.

The position POC is responsible for selecting the board members, scheduling interviews, submitting the board's recommendation to the commander, and notification of the commander's selection/non-selection. The position POC is required to complete and return this form and the OHANG Form 3, E-6 to E-9 Selection Board form to the Recruiting Office Manager (ROM) within 30 days of selection.

**All OHANG Forms are available electronically at:**

<https://hr.ong.ohio.gov/Job-Postings/Air-National-Guard-Part-Time>