

POSITION DESCRIPTION

1. Agency PDCN D2125000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) PD # 80296000, Training Specialist, GS-1702-09 released with CRA 00-1006, dtd 20 Mar 00	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
	10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use DUAL STATUS

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

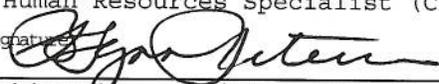
Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Training Technician	GS	1702	11	blp	26 Jul 11

16. Organizational Title (If different from official title) Force Development Manager	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ANG Wing	c. Third Subdivision - Mission Support Group d. Fourth Subdivision - Force Support Squadron e. Fifth Subdivision - Force Development Office
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action
 B. LYNN PETERSON
 Human Resources Specialist (Classification)
 Signature:  Date: 26 Jul 11

22. Standards Used in Classifying/Grading Position
 USOPM Position Classification Flysheet for Education and Training Series, GS-1702, TS-109, October 1991; USOPM Grade Level Guide for Instructional Work, TS-90, dated March 1989.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
 Released from NGB-J1-T5, CRA 11-1005, dated 26 Jul 11.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located at an Air National Guard (ANG) Wing, Mission Support Group, Force Support Squadron (FSS), Force Development Office. The primary purpose of this position is to serve as the Force Development Manager and office of primary responsibility (OPR) for unit training programs managed in support of the Wing and its geographically separated units (GSUs). The office provides technical guidance and assistance to commanders, managers, and supervisors at all levels regarding education and training programs in support of federal, state and local missions, ensuring programs are in place to manage upgrade, qualification, in-garrison, expeditionary training and other military training functions as well as to administer post high school technical education and college programs.

b. DUTIES AND RESPONSIBILITIES:

(1) Program Management: Plans, directs, controls, and oversees all elements of the Education, Training and Distance Learning Programs. Ensures Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTMs) are qualified in, and knowledgeable of their responsibilities. Incumbent supports unit-training programs contributing to mission capability, and administers military training programs for all units serviced by the Force Support Squadron (FSS). Manages programs involving on-the-job training (OJT), formal school training, Air Force Institute Advanced Distributed Learning (AFIADL) training, Professional Military Education (PME), and ancillary training. Job categories and areas for which training is administered involve a wide variety of technical, professional, clerical and wage occupations representative of a complex military organization. Plans, compiles and forecasts requirements for formal school training for out years based on retirements and other attrition projections, conversion of weapons systems, etc. Monitors and reviews all applications for training to ensure proper documentation and justification are provided, and applicants meet prerequisites. Determines training priorities and requirements in accordance with Air Force and NGB directives. Develops statistical trend analysis on the status of training for the organizations serviced. Provides information to commanders and coordinate actions. Manage all officer and enlisted classification actions. Reviews the initial classification for newly accessed personnel.

(2) Advisory Services: Provides Education and Training advisory services to commanders and staff on all education and training programs. Advises commanders, unit personnel, and training activities on ways to improve their OJT program. Recommends cost-effective processes to meet specialty qualifications, skill level upgrade requirements, and PME applications. Explains goals and objectives; provide instructional methods, and determines training requirements. Analyzes training data for trends, advises the installation commander, and coordinates corrective action.

(3) Program Analysis, Monitoring, and Reporting: Monitors OJT programs for assigned units. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Trains unit training managers (UTMs) and additional duty training managers (ADTMs) to familiarize them with concepts, scope, objectives, and procedures pertinent to OJT, and with regard to the responsibilities of commanders, supervisors, trainers, certifiers, and trainees in the organizations supported. Reviews personnel records and reports to determine training status of assigned personnel. Ensures personnel are entered into the appropriate training status, and adequate training materials such as career development courses, are ordered. Reviews training progress of individual personnel, and initiate appropriate corrective action for substandard performance. Reviews and coordinates all unit training waivers, Career Development Course (CDC) reactivation/reenrollment requests, and policies for adherence to applicable regulations. Maintains liaison between the FSS and serviced units on all OJT matters. Reviews and validates requests for retraining. Advises commanders and supervisors on matters pertaining to the Air Force Institute Advanced Distributed Learning/Career Development Course (AFIADL/CDC). Manages the CDC/PME testing programs. Coordinates with commanders, unit training managers, and supervisors on the progress of trainees. Evaluates the administration, operation, and effectiveness of unit training programs and prepare written reports. Serves as the office of primary responsibility for implementing and managing OJT policy and procedures. Instructs the Air Force Training Course and trains personnel to teach the course. Compiles and prepares statistical data to include the Status of Training (SOT) Report for the Wing commander. Develops visual aids, brief and provide to appropriate officials. Conducts quarterly base OJT meetings. Provides agenda and forwards meeting minutes to the MAJCOM in accordance with applicable directive. Provides training to UTMs and additional duty training managers during each meeting.

(4) Classification: Confers with management and other key operating personnel to discuss training needs, problems and goals. Establishes training objectives through analysis of training reports, unit input, course feedback, and USAF, ANG, and gaining command directives. Manages personnel Air Force Specialty Code (AFSC) classification and oversees the utilization of assigned personnel. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC.

(5) Staff Assistance: Inspects activities pertaining to Base Education and Training for compliance with policies and instructions on a periodic basis. Reviews programs to evaluate adherence to management procedures. Discusses findings and initiates action to correct deficiencies and maintain follow-up to ensure corrective action is taken. Resolve technical problems. Conducts staff visits and trains personnel within the unit for all education and training programs for which they are responsible. Conducts periodic briefings to staff agencies, commanders, and administrative personnel to promote a full understanding of all aspects of the education and training function. Reviews and coordinates base and unit level training publications, supplements, and operating instructions, making recommendations to the OPR, and coordinating with the appropriate MAJCOM training manager. Submits a written report

for formal SAV on findings and recommendations to the unit commander and group commander. Receives and evaluates UTM SAV Report. Analyzes report for trends and provides written recommendation to UTM and commander.

(6) Data Management: Manages data in computer based systems. OPR and trainer for UTMs on the use of Training Business Area (TBA) and Air Force Training Record (AFTR), Military Personnel Data System (MILPDS) and Advance Distributed Learning System (ADLS).

(7) Distant Learning Management: Serves as the Distance Learning (DL) Office point of contact. Processes, manages, and controls Air Education & Training Command (AETC) Type 6 technical training requirements locally. Administers controlled examinations. Manages training resources for distance learning courses. Oversees classroom scheduling, base access for civilians, troubleshoots video broadcasts, advertises broadcasts, and customer relations for outside agencies utilizing distance learning.

(8) Data Review and Analysis: Ensures accuracy of MILPDS data and performs functional review of data reliability. Processes upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. Retrieves data from various information sources for use in answering questions, responding to correspondence, or preparing reports or briefings. Inputs and updates all mandatory CDC/AFIADL data. Reviews and determines accuracy of reports, which pertain to unit OJT effectiveness. Conducts a final review of all training requests forwarded to higher headquarters.

(9) Administrative Activities: Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and records; safeguards AFIADL/CDC test materials, and prepares reports, correspondence, requisitions and forms. Drafts and publishes standard operating procedures (SOPs) and local training directives. Ensures special orders are published for approved school applications and non-prior service personnel on initial active duty tour. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974.

(10) Test Control Officer: Serve as Test Control Officer (TCO) for CDC testing. Safeguards AFIADL/CDC test material. Appoints test proctor and provides training to all assigned test proctors. Maintains electronic exam program (E-Exam). Installs and maintains E-Exam program. Downloads and installs new and revised tests quarterly via Air Force Institute Advanced Distributed Learning (AFIADL) web site.

(11) Ancillary Training: Serves as the Ancillary Training Program (ATP) OPR. Advises unit commanders and Ancillary Training Program (ATP) OPRs in their development of ATP subjects and lesson plans. Assists in determining ancillary training priorities and requirements in accordance with USAF, ANG, and MAJCOM directives. Assists OPRs in reviewing unit ATP programs and make recommendations for changes or

improvements. Generates reports (completions/non-completions) via the Advanced Distributed Learning Systems (ADLS) web site.

(12) Continuing Education: Prepares Memorandumds 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). Meets with other educational service representatives, i.e. college and university representatives, and attend professional development workshops.

(13) Education Services: 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. Acts as Test Control Officer for on-base DANTES. Organizes education programs to achieve education goals and mission requirements. Implements higher headquarters and MAJCOM education policies and objectives.

(14) Survey Program: Serves as the base-level OPR for the Occupational Survey Program, Graduate Assessment Survey (GAS) and Field Evaluation Questionnaire (FEQ). Coordinates responses to training feedback and external training evaluations. Develops methods to track surveys, distribute surveys to appropriate UTMs and return surveys to OPR. Distributes AETC Form 156, Student Report Card to appropriate UTM.

(15) Personnel Management: Performs personnel supervisory/management responsibilities. Plans and schedules work to be accomplished within the training and education function. Oversees and directs the work of one or two subordinate employees. Assists with the establishment of work standards, ensures work assigned by the supervisor is accomplished in a timely and effective manner, and that work complies with established work methods. Accomplishes appraisal for assigned personnel, and recommend the filling of vacant positions. Participates in employment interviews and recommends the selection of new employees.

(16) Resource Management: 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. Ensures all resource management deadlines are met in accordance with applicable regulations and guidance.

(17) Student Flight Program: Maintains Student Flight Data including accountability for all Non Prior Service (NPS)/Prior Service (PS) personnel. Tracks status of school dates. Provide data to NGB when requested. Processes AF Form 2096 once training is complete, remove member from student flight, and upgrade them.

(18) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Work is performed under general supervision of the Supervisory Human Resources Specialist (Military). Incumbent refers only problems of unusual difficulty to the supervisor for advice. Incumbent utilizes available regulations, instructions, and directives of higher headquarters. Completed work is reviewed by the supervisor for adherence to program objectives.

d. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

EVALUATION STATEMENT

A. Title, Series, and Grade: Training Technician, GS-1702-11

B. References:

1. USOPM Position Classification Flysheet for Education and Training Series, GS-1702, TS-109, dated October 1991.
2. USOPM Grade Level Guide for Instructional Work, TS-90, dated March 1989.

C. Background: This position description replaces the one released 20 Mar 2000. Since then, the position has been expanded to include additional program responsibilities. The position is now located in the Force Support Squadron; the Mission Support Flight has been abolished. Work performed has been materially affected by technology and changes in military training processes and procedures. The increased duties and responsibilities are identified in the position description.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: This position manages and administers education and training functions, and provides staff assistance and planning for an ANG Wing, supported units, and geographically separated units (GSUs). Work characteristically requires knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity." This work is indicative of work in the General Schedule (GS).

2. Series: The primary purpose of this position is to serve as the Force Development Manager and office of primary responsibility (OPR) for unit training programs managed in support of the Wing and its geographically separated units (GSUs). The office provides technical guidance and assistance to commanders, managers, and supervisors at all levels regarding education and training programs in support of federal, state and local missions, ensuring programs are in place to manage upgrade, qualification, in-garrison, expeditionary training and other military training functions as well as to administer post high school technical education and college programs. The GS-1702 series is a match for the duties and responsibilities of this position in providing education and training programs for organizations and individuals tasked with carrying out significant military missions, and is assigned.

3. Title: The basic title for positions classified to the GS-1702 series is Training Technician. An organizational title of Force Development Manager is added to further define the position.

4. Grade: The GS-1702 standard does not contain grading criteria. While the series primarily covers one grade interval work, it allows limited application for two grade interval positions involved with quasi-professional work. Program management aspects of the job support this application. The Grade Level Guide for Instructional

Work, Part II – Instructional Specialist Work, was used as a cross comparison for grading the position and covers instructional specialist work such as ascertaining needs for training and education, usually through surveys or job analysis, determining the objectives and scope of courses, the subject to be covered, and the criteria for evaluation, developing, revising, or adapting courses and instructional materials and guides, and evaluating education and training programs and recommending needed changes and improvements. (It should be noted that this position may supervise one or two lower graded training specialists, however, supervisory duties constitute less than 25% of the workload and are therefore not grade controlling.) The criteria in Part II examine a), Nature of Assignment, and b), Level of Responsibility.

a. Nature of Assignment: The incumbent independently plans, evaluates, and establishes base education and training programs for an Air National Guard wing, its geographically separated units (GSUs), and all associated support functions. The purpose of the position is to accomplish work that contributes to the development, implementation, and execution of required training plans for more than 100 Air Force officer and enlisted specialties. This work has a material and ongoing effect on the readiness posture of all military forces trained across the command. The incumbent forecasts education and training requirements and obtains NGB validation and resources. The position develops and provides training for Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTM)s. It works closely with these technical experts for the development of training for their units' assigned personnel. Responsibilities involve arranging for basic and formal technical school training, as well as subsequent formal and on-the-job training, progression to higher skill levels, and other certifications or qualifications as required. Such training is vital and critical, not only for the effectiveness of the military mission, but also for individual career progression. The incumbent prepares and tailors organizational instructions, policies, and procedures to assist commanders and supervisors with the management of unit education and training programs. The position provides advice on materials and services to include planned, systematic studies that determine immediate and long range training needs for the Wing. It provides status of training reports to commanders, supervisors, Unit Training Managers, and individuals. The incumbent assists in the planning of organizational changes for the Wing (e.g., conversions, base realignment and closure, etc) by advising on the logical relationship of duties, sources and availability of required specialties, and full-time utilization of required specialties. Work equates to the GS-11 level where assignments involve extensive planning and organization, analyses of accumulated data, information, and considerable coordination and integration of the work with other functional areas. It exceeds the GS-09 level where assignments are characterized by the conventional or established nature of the training product and require some adaptation of existing methods. In contrast, this position does not meet the GS-12 level assignments, which are complicated by controversial or unconventional factors and requires substantial adaptations or extension of established procedures. Thus, this position is evaluated as a GS-11.

b. Level of Responsibility: This position is fully responsible for ensuring education and training programs are applied consistently throughout the Wing and

supported units. The work involves gathering information, identifying and analyzing issues, working with outside agencies and vendors, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations within the Education and Training program. Incumbent provides managerial support, advisement, and guidance for accomplishment of initial skills training, upgrade training, professional military education, ancillary training, expeditionary skill training, and professional development training. Difficulty is encountered in measuring effectiveness and productivity due to constant changes in unit force structure. Work requirements, priorities, and suspense's change frequently because of personnel turnover and changes in NGB personnel policy. The incumbent must be flexible to changing priorities and suspense's and be able to shift resources to meet changing conditions. The criticality of this effort is evidenced by combat readiness evaluations across the command. One aspect of a unit's readiness posture involves the status of training for the entire organization and its ability to carry out the military mission under combat conditions. Training in the military is ongoing, extensive, and detailed. The total force mission of the Air Force requires the Air National Guard Base Education and Training Manager to fully participate and be involved with all aspects Air Force training. The incumbent to this position is recognized as the subject matter expert in all training programs and matters from the date of enlistment to the date of separation. This position exceeds the GS-09 level where completed work is reviewed to see that it is technically sound and adheres to established project objectives. It meets the GS-11 level where the work is performed under broad guidance. Incumbent adjusts established methods of training, evaluates effectiveness, and applies methods to meet the needs of the organization. Work is reviewed for meeting objectives and overall effectiveness. It does not meet the GS-12 level where work is not reviewed for technical adequacy. Thus, position is evaluated as a GS-11.

E. Conclusion: Training Technician, GS-1702-11.

CLASSIFIER: B. Lynn Peterson, NGB-J1-T5

Date: 26 Jul 11