

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20145	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSOT –OPERATIONS LOS ANGELES AFB, CA
			EXEMPT	

3. POSITION TITLE TRAINING SPECIALIST	4. CLASSIFICATION NF-1712-IV	5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSCN	6. DATE 20180419
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DUTIES AND RESPONSIBILITIES
 Incumbent serves as the point of contact responsible for planning, administering, developing and evaluating a complete training and readiness program for all nonappropriated fund (NAF), appropriated fund (APF), and military employees. Develops the Forces Support Training Plan by identifying training requirements, ensuring higher headquarters directives are incorporated into the training plan, identifying appropriate resources and ensuring funding is acquired. Consults with managers and supervisors in order to identify needed training requirements for assigned personnel. Prepares and submits appropriated fund and nonappropriated fund operating and capital expenditure budgets for the training function. Maintains financial records pertaining to the training program. Develops and maintains a comprehensive collection of training materials; training guides/pamphlets, visual aids, films, and video cassettes. May develop curricula to meet specific training requirements. Updates visual aids as needed. Establishes clear and effective testing procedures for certification requirements necessary for assigned personnel in squadron programs. Manages the Force Support Training Program by ensuring all personnel are trained as required; completed training is documented and updated; and tracking status of training. Processes all training requests for assigned personnel. Serves as the project manager for the Air Force Training Record (AFTR). Develops employee records of scheduled and completed training and updates information into AFTR. Manages the on-the-job (OTJ) training programs for military personnel and ensures military personnel are properly enrolled in Career Development Courses (CDC) as required. Manages the Home Station Training (HST) program to include properly scheduling personnel for home station training and all applicable training requirements. Conducts various formal or informal training courses for assigned squadron personnel. Courses may include New Employee Orientation, Customer Service training, safety, etc. Develops syllabi, creates course plans and provides course evaluations. Uses feedback to amend courses. Conducts “train the trainer” instruction to designated squadron trainers. Performs other related duties as assigned.

QUALIFICATIONS
 Requires a broad background in both Services and Mission Support activities. Practical knowledge of developing and making classroom presentations. Ability to facilitate communications among all levels of employees and managerial disciplines using written and oral communication skills. Specialized experience may include a knowledge of the military and civilian training program process; knowledge of, or skill in developing or presenting course materials. Requires skill in the use of automation software and related equipment. Must have the ability to read, write and speak English. Two years specialized experience—or—one year related experience equivalent to the NAF-III level—or—one year related experience plus a bachelor’s degree in a related area—or—a master’s degree in a related area. Successful completion of Tier 1 (National Agency Check with Inquiries) background investigation.

PERFORMANCE STANDARDS
 Deals with employees and management in a manner that causes complaints to be rare. Prepares a variety of reports virtually with minimum error. Work is performed independently, in a timely manner, and IAW current regulations, manuals, directives, and instructions; referring only difficult questions to supervisor. Completed work shows attention to detail and compliance with regulations, manuals and instructions. Ensures that EEO concepts are applied, and that an appropriate work environment is maintained. Achieves as a minimum a satisfactory rating on all external evaluations and inspections.

TRAINING
 Workshops and seminars in the training industry. 61st FSS orientation which includes FSS Leadership Sessions, FSS Orientation and Organization, Local Conditions, AFPC Customer Service Training (dress/mage/telephone & E-mail Etiquette), Safety Training (Lock-out, Tag Out), ORM, Security Program Training (OPSEC/INFOSEC), Fire Extinguisher Safety, Force Protection, No FEAR Act, Information Protection, Human Relations, Suicide Prevention, Information Assurance, Sexual Harassment, Internal Controls Training, Resource Protection, Anti-Terrorism, Bomb Threat, Anti-Robbery Procedures, Standards of Ethical Conduct and Core Values. Along with any other training deemed appropriate or required to perform job duties.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR Operations Officer 	DATE 20 Apr 18
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