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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2012-244C1**

**FIRST SERGEANT ACADEMY INSTRUCTOR**

**PROMOTABLE MSGT-SMSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 18 SEP 2012 Close of Business (COB)**

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\*\*To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at NGB/CF (**Maxwell-Gunter Annex, Montgomery, AL**). Must be Air Force Specialty Code (AFSC) **8F000. Official full length photo in service dress and one in the short sleeve with ribbons and badges. Letter of recommendation from Unit/CC and Wing/CCM. CCAF Degree or equivalent degree or higher is mandatory. Must attend Academic Instructor Course for 2 weeks if selected for the position.** Duties and Responsibilities: First Sergeant Academy Instructor: Duties include building, validating and teaching curriculum to develop SNCO's to be awarded the special duty AFSC 8F000. Plans and develops ANG FSA curriculum and materials used to provide world-class training to ANG Senior NCOs entering the first sergeant special duty within the ANG. Continually monitors all areas of instruction and examination to ensure only the most current information and guidance is used. Incorporates special duty initiatives into the curriculum. Coordinates with Active Duty and AFRC Course Directors to ensure that, when appropriate, training is standardized. Ensures that sample of behavior are taught at the appropriate levels of learning. Provides input to ANG First Sergeant Functional Manager regarding management of first sergeant selection, training and utilization. Schedules eight resident training classes per (MANG8F000); coordinates seminars for additional duty first sergeants (MANG8F001) with ANG Functional Manager. Coordinates with host bases for support of the ANG Additional Duty Course (MANG 8F001). Builds class schedules and requests guests speakers for specified hours of instruction. Coordinates with FSA Director of Operations to maintain all course documents IAW Barnes Center and Air University guidelines. Ensure FSA Community of Practice addresses pertinent information for ANG personnel and students. Instructs students using lectures, guided discussions and collateral reading case studies, exercises, role playing and other educational techniques as required to meet educational goals. Also evaluates and critiques student oral, written and military performance exercises. Serves as faculty advisor for students providing guidance and counseling as needed on academic or personal problems. Prepares and forwards reports and records of student performance to the ANG Course Director/ANG FAM. Reviews and recommends revisions of instructional material or methods as necessary to keep information updated or to better achieve educational goals. Develops, reviews and recommends revisions and administers evaluation measures for student performance and progress on educational objectives. Assists with class projects, graduation exercises as well as other additional projects as assigned. Responsible for adhering to time

requirements as dictated by curriculum schedule. Conducts training seminars and staff assistance visits as required by the ANG First Sergeant Functional Manager and approved by the Commandant, USAF FSA. Assists in the training process of other USAF FSA instructors. Inventories and maintains classroom resources. Performs other duties (per coordination) as assigned by the Commandant, USAF FSA, the ANG CCM and the ANG First Sergeant Functional Manager.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

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