

USAF NCO ACADEMY INSTRUCTOR (ASSIGNMENT YEAR 2013)

REFERENCES: MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES,
COMDTINST M1000.8, CH 1.E.2 & 1.E.6
BOAT CREW SEAMANSHIP MANUAL, COMDTINST M16114.5C, CH 3.A

ELIGIBILITY: The following eligibility criteria must be met for consideration of this position as evidenced through your enlisted evaluations and command endorsement:

- Be an E7 (note 1).
- Need not be tour complete. Command must address backfill issues (note 2).
- Be a graduate of the CPOA or one of the DoD Senior Enlisted Academies (note 3).
- Meet the CG boat crew physical fitness standards (note 5).
- Have completed an educational Assessment (note 6).
- Present a sharp military appearance
- Be articulate in written and oral communications
- Be an active participant of the Chief's Mess
- Be knowledgeable of CG operations and missions
- Have good interpersonal skills

Notes:

1. IAW COMDTINST M1000.8, Art 1.C.d.3, E8s will be considered if there are no qualified E7 candidates.
2. Members currently in a command position or slated for a command position in AY13 are not eligible to apply.
3. If you have not completed the AF NCOA, you will be required to attend prior to PCS move.
4. Member must complete the Instructor Develop Course prior to PCS move.
5. Member must provide results of a command administered PT test conducted within the last 6 months.
6. Member must be able to finish a degree program within 2 years.

COMPETITION:

Applicants must submit a package by the established deadline via email as a .PDF attachment to CWO Mike Dignan at: James.M.Dignan@uscg.mil, Special Assignments Officer, CG PSC (epm-2). After eligibility screening is conducted, packages are forwarded to the Program Manager where a telephonic interview is conducted.

The selection will be made on a "best qualified" basis. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. Applicants must demonstrate the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness as well as maturity, even temperament, and outstanding judgment. Your current assignment priority does not influence the determination of "best qualified".

PACKAGE CONTENT:

1. MEMBER'S MEMO – The member's memo must state why you desire assignment to this position and what qualities you feel make you "best qualified". Include the senior enlisted courses you have attended and the completion date as well as any college degrees attained, completion date, and in what course of study. If you are currently attending college, state what course of study you are enrolled in and expected completion date. You must also address your leadership, public speaking and teamwork abilities, your PT results, and your current role in the Chief's Mess. You also need to describe any experience you've had working with other services. Finally, the member must state they agree to complete a three year tour in this position.
2. COMMAND ENDORSEMENT – The command endorsement must certify the individual meets the requirements outlined in COMDTINST M1000.8, Art 1.E.2 and 1.E.6 as well as the ALCGENL solicitation. It must also address the member's leadership, public speaking, and teamwork abilities, their role in the Chief's Mess, and level of physical fitness. Finally, they must address the backfill concerns for those members not tour complete.
3. PROFESSIONAL RESUME – Complete the professional resume found in CG Macros under "other documents". To find CG Macros, open a new word document by clicking on "File" then "New" from the drop down menu. This opens a panel on the right side of the document. Under "Templates" click the option "On my computer". This opens CG Macros. Please seek assistance from your units IT support staff if you have any issues with locating CG Macros on your CG workstation.
4. MOST RECENT EMPLOYEE REVIEW COUNSELING RECEIPT - Must be a signed member counseling receipt from 2011.
5. PICTURES – Two full length color pictures in tropical blue long, uncovered. One front view and one side view.

OTHER INFORMATION:

There is no SDAP or special clothing allowance given for this position. If assigned, you will attend formal functions as part of your duties therefore you will be required to have the appropriate uniform items for formal dining.