



AIR NATIONAL GUARD (ANG) MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

*****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE. DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT*** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED BELOW.**

DUE TO THE HIGH VOLUME OF APPLICATIONS, PACKAGES RECEIVED WITHIN FOUR DUTY-DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/DISQUALIFICATION ONLY. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. INCOMPLETE APPLICATIONS SUBMITTED WITHIN FOUR DUTY-DAYS OF CLOSEOUT DATE WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATION REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

ANNOUNCEMENT NUMBER: MVA 2016-310

OPEN PERIOD: 14 October 2016 thru 2359 EST, 28 November 2016

HIRING DIRECTORATE: AMS

POSITION TITLE: Military Training Instructor

AFSC REQUIREMENT: ANY AFSC (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT: TSgt/E6 - MSgt/E7

POSITION INFORMATION: Full Time, Title 10, Statutory Tour

TOUR LENGTH: 2-4 Years

AGENCY: National Guard Bureau (NGB)

DUTY LOCATION: Maxwell AFB, AL

WHO MAY APPLY: Qualified ANG members only

1. Requirements

*** You must submit all required documents IAW the Application Procedures/FAQs located on the website. These procedure/FAQs can change at any time-you MUST follow the most current procedures. All applicants are strongly encouraged to thoroughly review all application procedures and FAQs prior to contacting NGB/HR and especially prior to submitting your application**

Must hold rank/grade, AFSC requirement, and be current/passing within fitness standards as established by AFI 36-2905, by and through announcement closeout date. All information must be accurately indicated on the vMPF RIP at the time of application.

Must have a Secret security clearance.

If currently assigned to a Special Duty Identifier (SDI) other than 8B000, you must provide a conditional release memorandum from the career field manager/functional area manager.

Must submit an official full length military photograph.

RETRAINING REQUIREMENTS:

If SDI 8B000 is not reflected on VMPF RIP, applicant must submit the following items to meet prerequisites outlined in applicable USAF and ANG directives for award of SDI 8B000:

- Skill level commensurate with grade.

- E-7s must have CCAF degree and SNCOA non-residence completed.

- Statement of Willingness to Cross Train signed by applicant

Verbiage required: "meets prerequisites outlined in applicable United States Air Force (USAF) and Air National Guard (ANG) directives for award of SDI 8B000 and is willing to cross train into Career Field. This includes but not limited to completing all required courses and medical requirements upon selection."

-Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on last 3 EPRs.

-Must provide an AF Form 422 reflecting a PULHES of 1,2,1,2,2,1 or better. AF Form 422 must indicate the ability to lift 40 lbs (X code) and be less than one year old.

-Applicants Scored 80 or above twice in the last 12 months on the AF PT test; or 90 or above once in the last 12 months. Must not have PT failures during the last 12 months for any portion of the PT test. No current PT exemptions except deployment and/or pregnancy.

-Must provide a Letter of Recommendation by Unit Commander (Director for Statutory Tour members) and local Command Chief for Military Training Leader duty. This letter must contain the following verbiage: No record of emotional instability, personality disorder, or other unresolved mental health problems that interfere with the ability to perform military training instructor duties. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse. Never been convicted by a general, special, or summary courts-martial. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) reflecting a lack of character or behavioral/emotional control. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of

Individual Counseling) based on sexual assault, sexual harassment, physical abuse or an unprofessional relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships and/or AETCI 36-2909, Recruiting, Education and Training Standards of Conduct. No record of court-martial, non-judicial punishment, or Letter of Reprimand for verbal maltreatment, as defined in 737 TRGI 36-3, Vol 6, Basic Military Training Rules of Conduct, or financial irresponsibility. Never been permanently decertified from military training instructor duties. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in AFI 36-2002, Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses.

2. Position Description

- Instructs and evaluates Airmanship curriculum areas, including, but not limited to, dress and personal appearance, customs and courtesies, parade and stationary/marching drill performance exercises.
- Sets up classrooms and ensures dormitory rooms are in order for each new class. Will ensure publications required for students are up-to-date and ready for distribution to individuals. Assists flight commanders with movement of students the first week to ensure weigh-in, time run and photos are accomplished in a timely manner and that results are recorded and provided to the proper staff. Assists with initial dormitory maintenance program briefing to the student wing staff. Performs daily dormitory inspections as required and record and track the information and provide it to flight commanders for use in evaluating students. Assists with initial dormitory maintenance program briefing to the student wing staff. Perform daily dormitory inspections as required and record and track the information and provide it to faculty advisors for use in evaluating students.
- Provide technical support for classes. Operate computer/projector monitoring in the lecture hall, supply or equipment setup for seminar classes. Trouble shoot for guest speakers or lecturers. Be knowledgeable in Microsoft PowerPoint, Access, and Word. Develops and improves current operating procedures for the Leadership Reaction Course (LRC). Reviews and revises exercise input cards with the rules of engagement used by the staff and officer candidates.
- Develop and improve current operating procedures for the Leadership Reaction Course (LRC). Review and revise exercise input cards with the rules of engagement used by the staff and officer candidates. Responsible for setup of all obstacles. Ensure all equipment is in place and free of safety hazards. Coordinate on an as-needed basis with the AMS point of contact for the Professional Leadership Challenge Course (PLCC). Responsible for maintaining all equipment for the course. Provide mountaineering/belay training to new staff members when needed. Set up PLCC for each class and take equipment down at the end of the day. Coordinate all scheduling for classes during PLCC exercise to ensure all students rotate through the entire course.
- Responsible for all staff related logistics for Air Expeditionary Force Exercise (AEF) including equipment that is stored in a variety of locations. Ensures equipment and supplies are ready and available for deployment in advance of the exercise. Coordinates for and has ready for deployment all vehicles needed for exercise. Coordinates Billeting for all individuals involved in the exercise. Control hazardous materials used during this exercise. Provide EMT support. Provide "First Responder" support during entire eight-week program and serve as the emergency contact for all staff members and students. Facilitate EAD refresher training and ensure EMT bags are stocked and all necessary organizational EMT equipment is ready for every deployment away from classroom buildings.
- Responsible for carrying out duties related to the daily operations of the officer training program. Implements programs or processes developed by and at the direction of the Director of Operations (DO) for Operations,

Student Squadron Commanders (SS/CC) and the Senior Military Training Instructor (SMTI). May be involved in the development or revision of processes based on expertise and the needs of the program. Should be able to work independently and with others from all AF service components.

- Provides support for awards banquet and commissioning ceremonies.
 - Serve as a GPC card holder and will assist in purchasing squadron supplies
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3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your career field manager/functional area manager stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in AFI 36-2502.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), evaluations, etc. could result in disapproval.

It is your responsibility to ensure your vMPF RIP is accurate/in order prior to application submittal. This includes but not limited to, verifying duty history, AFSC, service dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current director's approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward reduced eligibility age for reserve retirement pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within four duty-days of receipt. You may email usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil or call 240-612-8884 to check the status of your application. Please do not call/email for a status update within the four duty-day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within four duty-days of the closeout date listed on the announcement will be reviewed for qualification/disqualification only. Any incomplete/missing requirements/documentation will result in disqualification. Submittal of any missing documents/requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to our FAQs and application procedures. If your question is still not answered, contact our office for clarification. Review your application and requirements thoroughly before submitting to preclude disqualification.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/index.asp>

