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

**2013-058**

**INSTRUCTOR, ENLISTED PME**

**SSgt - TSgt**

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

**Closeout Date: 20 Feb 2013 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/TEC (McGhee Tyson, TN). Must be Air Force Specialty Code (AFSC) ANY. **Applicants must provide a statement of understanding with the application stating he/she is willing to cross train in the 8T000 AFSC. Must possess an associate degree, preferably CCAF or higher and at least a Secret security clearance. Individual must submit an official full length military photograph. Have an ASVAB Administrative Score of 24. Provide an AF Form 422 reflecting a PULHES of 2,2,2,2,2,1 or better. AF Form 422 must document Ability to speak clearly and lift 40lbs or more. (AF Form 422 must be less than one year old). Must have graduated from a resident ALS or NCO EPME course. Must provide a letter of recommendation from Commander/Director stating: You have not received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) within the last 5 years. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems. No record of substance abuse or financial irresponsibility; never received substantiated abuse findings as defined in AFI 40-301, Family Advocacy Program. . 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. Never been convicted by a general, special, or summary courts-martial.** Duties and Responsibilities: This position is a EPME instructor responsible for the education, health, and welfare of assigned students. This position has the responsibility for preparing, delivering and recommending revisions of curricula in accordance with USAF Directives. Conducts Enlisted PME instruction as outlined in AF and ANG Instructions. Prepares for in-residence and satellite-in-residence instruction through group review and self-study. Prepares facility, classroom, and auditorium for instruction. Maintains lesson plans, textbooks, test and measurement devices, student workbooks, handouts, and lesson aids. Uses instructional aids and training equipment in support of lesson and objectives. Supervises, counsels, evaluates and advises students. Administers examinations, maintains student records and documents student actions. Receives training and trains instructors. Coordinates and conducts exercises and other ceremonial duties. Assists with processing actions and graduation tasks. Performs administrative duties associated with school preparations. ensure that the appropriate source documentation is provided with the application..

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.

Applications will be reviewed for qualification/disqualification only starting at 72 hours prior to closeout date. For example; an MVA closing out on the 10th of the month would be reviewed for qualified or disqualified only starting on the 7th of the month.

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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