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

2013-089

ENLISTED PME DIRECTOR OF EDUCATION

Promotable MSgt - SMSgt

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

Closeout Date: 11 March 2013 Close of Business (COB)

**To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. **Please note MilPDS, the Military Personnel Data System temporary shutdown procedures below.*

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 SDI and attend the first available Enlisted PME Instructor Course. Individual must submit an official full length military photograph. Must have Administrative ASVAB score of 24 or higher. Must have completed in-residence Noncommissioned Officers Academy (NCOA) and Senior Noncommissioned Officers Academy (SNCOA). For entry into this SDI, prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists) is mandatory. AF Form 422 within the last year that states, member has the ability to speak clearly; has demonstrated the ability to lift 40 lbs or more (Strength aptitude Code G) with PULHES of 222221. Recommendation from the Unit Commander stating applicant has 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. No record of disciplinary action (Letter of Reprimand LOR or Article 15) or referral Enlisted Performance Report (EPR) after award of SDI. CCAF Degree or equivalent is required. Duties and Responsibilities: This position is an EPME director of education responsible for the education, health, and welfare of assigned students. This position has the responsibility for managing and supervising the educational, evaluation, faculty development, and instructional programs required in the implementation of Enlisted PME policies, programs, and procedures. Responsible for management of the educational processes associated with NCOA and ALS programs consisting of annual class load of up to 2000 students; supervision of assigned personnel and professional communication and interaction with unit commanders, first sergeants, senior enlisted advisors, NGB personnel; coordination with local schools and agencies dealing with education programs. Manages/supervises the academic staff. Instructs as necessary, students in groups numbering from 14 to 270 students using guided discussion, informal/formal lecture, demonstration performance, case study, role-play, and other educational techniques. Advises the Commandant, Enlisted PME on**

matters pertaining to the educational progress of NCOA and ALS programs. In the absence of the Commandant, assume duties and responsibilities of that position required within organizational structure. Additionally, this position provides guidance to Commanders, MPF Chiefs, Unit Training Managers and other unit representatives on the implementation of the NCOA and ALS programs in accordance with Barnes Center for Enlisted Education published guidance and policies. In order to fulfill these responsibilities, this position should be able to interact effectively with all levels of the USAF and ANG For example: Wing, Group, and Unit Commanders, Personnel Directors and First Sergeants, Command Chief Master Sergeants, Senior Enlisted Advisors to Major Commands, states, and units, executive support staff officers, NGB officials, and USAF Enlisted PME officials.

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.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

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.

Members in a Special Duty Career Field (SDI)/Reporting Identifiers (RI) must submit a conditional release letter from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. If selected for an MVA outside of the SDI (8XXX) or RDI (9XXX) you must have a fully qualified AFSC prior to accession onto Stat Tour AFSC(1XXX-7XXX)

MilPDS, the Military Personnel Data System, will temporarily SHUTDOWN 4-27 March 13.

Several personnel programs including vMPF and AFFMS (AF Fitness Management System) will be stagnant and possibly inaccessible. Members MUST pull a copy of their Records Review (RIP from vMPF) and Fitness Report (from AFFMS) NLT 28 Feb 2013.

Fitness Update: If you test during the MILPDS shutdown, 4-27 Mar, provide a signed copy of your completed test results from the Fitness Testing Cell or PTL (Physical Training Leader).

AFSC Upgrade: If your AFSC is upgraded during the MILPDS shutdown, provide a copy of the completed AF Form 2096 documenting the update.

No exceptions to close-out dates will be made

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. 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
