

**STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

1 September 2017

ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2017-37
List of Eligible

The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94. This is a three-year fulltime National Guard duty tour in Active Guard/Reserve (AGR) status. This vacancy is to be filled through a competitive selection panel process with approval by the Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

POSITION AND LOCATION: Instructor/Training NCO, E6, 00F38, 2nd Battalion, 298th Regiment, Multifunctional Training Regiment (MFTR), Hawaii Army National Guard, Waimanalo, Hawaii. Applicants, who have applied for a previous Job Vacancy Announcement, **NEED TO REAPPLY**.

CLOSING TIME/DATE: Applications must be received by the Hawaii Human Resources Office (HIHRO), **NLT COB 2 OCTOBER 2017**. The list of eligible will be based upon the APPOINTMENT REQUIREMENTS and AREA OF CONSIDERATION applicable to the specific vacancy.

POSITION DESCRIPTION: See attached general description of Duties and Responsibilities.

AREA OF CONSIDERATION: Open to **Present, Enlisted** service members of the Hawaii Army National Guard, in the grade of E5 – E6. Soldiers in the grade of E7 may apply and understand that if selected for the position will be administratively reduced to the grade of E6 PRIOR to being hired into the position. *****NOTE: Reduction to a lower grade can affect RCP (Retention Control Point)***** AGR Soldiers (excluding Soldiers within the first 18 months of an initial tour) are eligible to apply. These are non-waivable requirements.

TIER I: BLC Instructor Certified; Awarded USASMA Basic Leadership Course (BLC) Instructor Certificate; Completed Army Basic Instructor Course (ABIC) and/or Foundation Instructor Facilitator Course (FIFC); to include Small Group Instructor Training Course (SGTIC). Minimum Requirements as outlined in the following references: 2016 Basic Leadership Course (BLC) Course Management Plan (CMP), USASMA Instructor Certification Program (ICP), NGR 600-200 chapters 2-23 & 2-24, AR 614-200 chapter 6-9, orders awarding the Additional Skills Identifier (ASI) “8”

TIER II: Instructor Qualified – Completed Army Basic Instructor Course (ABIC) and/or Foundation Instructor Facilitator Course (FIFC) Minimum Requirements as outlined in the following references: 2016 Basic Leadership Course (BLC) Course Management Plan (CMP), USASMA Instructor Certification Program (ICP), NGR 600-200 chapters 2-23 & 2-24, AR 614-200 chapter 6-9, orders awarding the Additional Skills Identifier (ASI) “8”

TIER III: Minimum Requirements as outlined in the following references: 2016 Basic Leadership Course (BLC) Course Management Plan (CMP), USASMA Instructor Certification Program (ICP), NGR 600-200 chapters 2-23 & 2-24, AR 614-200 chapter 6-9

SALARY: Military Pay and Allowances.

PROJECTED AGR START DATE: Open.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regards to race, religion, color, national origin, public affiliation, or any other non-merit factor(s).

APPOINTMENT REQUIREMENTS: **Enlisted** personnel, in the grade of E5 – E6, who are currently on suspension of favorable actions, will **NOT** be considered. Upon selection, the selectee will be medically evaluated for clearance to enter the AGR Program by the Office of the State Surgeon (POC: Deputy State Surgeon). If the selected individual is an IDT Soldier, he/she must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry in the AGR program. Soldiers with a favorable enlistment or appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry in the AGR program are not required to complete an additional PHA for entry in the AGR Program. Individual must also have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to entry in the AGR program IAW AR 600-110 and meet body composition standards prescribed in AR 600-9. If PULHES numerical indicator has a P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning into the AGR Program. Pregnancy is not a disqualifying condition for initial appointment. There are no medical waivers for initial appointment in the AGR Program if the Soldier does not meet the physical and medical requirements IAW AR 40-501. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date. **AGR Soldiers assigned to their current position for less than 18 months are ineligible to apply.** Persons entitled to Permanent Change of Station (PCS) allowances/benefits may be eligible for consideration contingent upon availability of PCS funds from NGB. (See item #5, Notice to Applicant).

ELIGIBILITY CRITERIA: Hawaii Army National Guard Soldiers (excluding AGR Soldiers within the first 18 months of an initial tour), within the grades specified above are eligible to apply for this position. If not currently in an AGR status, to qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5. (**Note: Individual certifies that he/she meets all eligibility criteria's by signing in Section VI of NGB Form 34-1.**)

APPLICATION PROCEDURES: Individuals may apply by submitting the following required documents to the HIHRO. Resumes may be included, but are not required.

- (1) Signed NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position), dated November 2013. **Signature will be in original or digital signature. Errors, omissions of information, application completed in pencil, or unsigned, and those that are late due to the mail system will be returned without action.**
- (2) Medical Protection system (MEDPROS) printout of Individual Medical Readiness (IMR) with PHA date within 12 months reflected. Copy of Profile DA Form 3349 (if applicable).
- (3) Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs). If Soldier has no NCOER than provide all available SPC evaluations or letter of recommendation instead.)
- (4) Certified ERB with current ASVAB test scores.
- (5) Proof of USASMA BLC Instructor Certification, (ABIC), (FIFC), (SGITC) for **TIER I** consideration (USASMA BLC Instructor Certificate, DA Form 1059 for SGITC, ABIC or FIFC and/or orders awarding ASI "8").

- (6) Proof Instructor Qualification (DA Form 1059 for ABIC or FIFC and/or orders awarding ASI “8”) for **TIER II** consideration.
- (7) NGB Form 23B (Retirement Points History Statement).
- (8) DD Form(s) 214 and/or NGB Form(s) 22 (All periods of active duty).
- (9) DA Photo taken within the last 24 months.
- (10) Proof of highest level of Civilian Education acquired.
- (11) Security Clearance Verification Memorandum (JPAS printouts will NOT be accepted). If there is no clearance, provide Local Agency Check (LAC).
- (12) Copy of DA Form 705 reflecting passing APFT and height/weight data (must meet standards IAW AR 600-9), both taken within six (6) months from the JVA closing date. Also include **three other previous APFTs** for a total of **four scores** submitted.
- (13) Memo explaining any missing required application documentation (NCOER, APFT, DA Photo, etc.)
- (14) Knowledge, Skills, and Abilities (KSAs). Below are listed the KSA’s for this position. Each applicant **must address each KSA individually in paragraph format** by explaining any civilian and military work experience(s) (with dates) that provided the KSA. These comments must be addressed in the order they appear below and attached (separate sheet) to the application when applying for the position. **Failure to include the attachment for the KSA statement will result in your application NOT being considered for employment.**
 - (a) Knowledge of the position.
 - (b) Knowledge in the techniques of organization, direction, coordination, and control.
 - (c) Ability to develop, plan, and coordinate complex work assignments.
 - (d) Ability to give specific guidance relative to the position.
 - (e) Ability to follow rigid requirements established by another source.
 - (f) Skills you possess to assist in the improvement of the position or program.
 - (g) Skill in oral and written communications.
 - (h) Knowledge in planning, preparing and conducting squad and platoon level operations.
 - (i) Knowledge, skills and ability in leading, managing, training and mentoring Soldiers at the squad and platoon level.
 - (j) Knowledge, skills and ability in preparing, processing and disseminating written administrative orders, training plans, processing and coordinating for the associated logistical and operational considerations when conducting individual, team, squad and platoon training.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package to the HIHRO on or before the closing date stated on this JVA. Applications postmarked (U.S. Postal Service) on or before the closing date of this JVA will be accepted. Postmarks by private letter carriers (Federal Express, UPS) will **NOT** be accepted. **Federal law prohibits the use of government envelopes, postage, or facsimile to submit the application. Applications received in such manner will NOT be accepted and will be returned.**
2. Sending application/other supporting forms by email is not allowed. However, personnel who meet eligibility requirements and are currently performing duty outside of CONUS/State of Hawaii are allowed to do so. The applicant must send email with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel must print, and then provide documents to the HIHRO-A office, at 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg 306, Rm 214.

3. Each applicant will ensure that supporting documents, to include diplomas, orders, etc. are submitted with the application as evidence of meeting the APPOINTMENT REQUIREMENTS. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

4. Request for exceptions to, or waivers of APPOINTMENT REQUIREMENTS as specified herein will **NOT** be accepted. Waiver for certain basic ELIGIBILITY CRITERIA will be considered and must receive approval from the appropriate waiver authority IAW NGR 600-5 Table 2-1.

5. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Hawaii Army National Guard and upon availability of funds from the National Guard Bureau.

**ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE PROGRAM
QUALIFICATIONS CRITERIA
(ENLISTED PERSONNEL)**

1. BASIC INITIAL ENTRY QUALIFICATIONS:

A. Membership.

1. Must be in a Ready Reserve status and –
 - a. Be a member of the Reserve Component of the Army of which the application for entry in the AGR program is made.
 - b. When applying for an AGR position on Full-Time National Guard Duty (FTNGD) under state control, must be a federally recognized ARNGUS Soldier.
2. If a member of the Regular Army, must agree to accept discharge from the Regular Army with concurrent enlistment in the ARNG. Enlistment must be completed prior to reporting to an initial AGR entry point.
3. If a member of the USAR, must agree to accept transfer from the USAR with concurrent enlistment in the National Guard of the appropriate state.

B. Age.

Must be 18 years of age and not reached his or her 55th birthday.

C. Physical and Medical.

1. Prior to entry on AD in the AGR program, must be medically certified as Drug Free and be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.
2. Must meet the Body Composition standards prescribed in AR 600-9.
3. Must meet the medical fitness standards for retention per AR 40-501, chapter 3. When appropriate, the officer must also meet the medical fitness standards for flying duty per AR 40-501, chapter 4 retention flight physical within 18 months preceding initial entry.

D. Military Education.

An enlisted Soldier must have completed Initial Entry Training (IET).

E. Years of Service.

Must be able to complete a three (3) years initial tour of AD or FTNGD prior to:

1. Completing 18 years of Active Service (AS).
2. The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.

F. Grade and Specialty.

1. Staff Sergeant or above, must possess the required grade and MOS level authorized for the AGR duty position.
2. Sergeant or below, must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.

G. Reenlistment or Extension

Must be eligible for reenlistment or extension, per NGR 600-200.

H. Security Clearance.

Must possess a valid security clearance required for the grade, MOS / AOC, and AGR duty position.

I. Additional Eligibility Requirements.

1. AGR Soldiers, who were voluntarily released from the AGR program for two (2) or more days, and one (1) year has not elapsed since the date of the release are eligible for a subsequent reentry into the AGR program with a waiver IAW AR 135-18, Table 2-2 D. If selected, the Soldier must meet all Initial Entry Requirements to qualify for a subsequent reentry.
2. Soldiers are disqualified from reentry into the AGR program if they were not selected for continuation by a board, were processed for involuntarily release from AD or FTNGD, or for separation because of one of the following:
 - a. For cause, to include unsuitability or unfitness (other than temporary medical disability) for military service.
 - b. As a result of resignation in lieu of adverse personnel action.
This requirement is non-waivable IAW AR 135-18, Table 2-6, I and K.
3. All AGR Soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
4. Must have at least three (3) years remaining on current enlistment on first day on initial AGR tour. Applicants must reenlist or extend their current enlistment in order to meet this requirement.
5. Must not be a candidate for an elective office, holding a Civil Office (full-time or part-time), or engaged in partisan political activities, as defined in AR 600-20.
6. Must not be under current suspension of favorable personnel actions. Additionally, applicants, who are required by AR 600-31 to be under a suspension of favorable personnel actions, as determined by CNGB, are ineligible even if no suspension of favorable personnel actions had been imposed.
7. Applicants must not be entitled to receive Federal Military Retired, Retainer Pay, or receiving Federal Civil Service annuities, or to be eligible for immediate Federal Civil Service annuities.
8. Enlisted applicants, who meet the following dependency criteria(s) are eligible:
 - a. An applicant with no spouse or other dependents.
 - b. An applicant with a spouse and 2 or fewer additional dependents, E4 and below.
 - c. An applicant with a spouse and 3 or more additional dependents, who is in pay grade E5 or above.
 - d. An applicant whose spouse is a member of Regular or Reserve Component of any U.S. Armed Force, whose dependent(s) are under 18 years of age, and have been placed in the custody of an adult (other than the spouse) by court order or approved by State law (if spouse is a member of the Retired Reserve, this custodial restriction does not apply).
 - e. An applicant without a spouse, who has dependents under 18 years of age that have been placed in the custody of the other parent, or another adult by court order, or as provided by State law and is not required to provide child support, or is required by court order to provide child support for 2 or fewer dependents.

2. BASIC SUBSEQUENT DUTY QUALIFICATIONS:

- A. Subsequent Duty Definition.
Soldiers on AGR orders beyond the initial 3 year tour of their AGR career.
- B. Membership.
Must be serving on duty in the AGR program and –
 - 1. Be a member of the Reserve Component of the Army in which the AGR duty is performed.
 - 2. If in FTNGD status, must be a federally recognized ARNGUS Soldier.
- C. Age.
Must be less than 60 years of age.
- D. Physical and Medical.
 - 1. Must meet the body composition standards prescribed in AR 600-9.
 - 2. Must meet the medical fitness standards for retention per AR 40-501.
 - 3. When appropriate for AGR duty, the medical fitness standards for flying duty per AR 40-501 or the medical fitness standards for miscellaneous purposes per AR 40-501.
- E. Military Education.
Must not have academically failed the United States Army Sergeants Major Course (USASMC) or must not have been released from the United States Sergeants Major Academy (USASMA) for other than hardship approved by Commandant, USASMA.
- F. Years of Service.
Will be released from AD/FTNGD upon achieving 20 years AS unless retained by the appropriate ARNGUS AD/FTNGD tour continuation board. Retained ARNGUS enlisted Soldiers will be placed on incremental (two-year) orders which will not exceed the retention control points in NGR 600-5 or 600-10 established under the authority of paragraph 1-4(d) of AR 135-18.
- G. Grade and Specialty.
 - 1. Staff Sergeant or above, must possess the grade and MOS required for the AGR duty position.
 - 2. Sergeant or below, must possess the grade equal to, or below, that authorized for the AGR duty position and must possess the MOS required for the AGR duty position. This is a nonwaivable requirement IAW AR 135-18, Table 2-6 E.
 - 3. Excludes Soldiers within the first 18 months of a new duty position.
- H. Reenlistment or Extension.
Must be eligible for reenlistment or extension per NGR 600-200.

INSTRUCTOR/TRAINING NCO, SSG, MOS 00F38
QUALIFICATIONS, DUTIES AND RESPONSIBILITIES

References: 2016 Basic Leadership Course (BLC) Course Management Plan (CMP), USASMA Instructor Certification Program (ICP), NGR 600-200 chapters 2-23 & 2-24, AR 614-200 chapter 6-9

QUALIFICATIONS:

Prospective candidates must meet all of the following requirements within one year of the AGR start date for this position. This is an immediate fill position and the best candidate for the position will be selected based on current or projected possession of the requirements listed below.

USASMA ICP Paragraph 1-5. Higher Headquarters Initial Selection Criteria for Instructor/Facilitator Duties.

- a. Only the highest quality Soldiers will be assigned as Instructor/Facilitators.
- b. Criteria are as follows:
 - (1) Be a high school graduate or possess the GED equivalent.
 - (2) Have no personal habits or character traits that are questionable from a security standpoint, such as financial responsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regards to alcohol and drug abuse, this restriction does not apply to Soldiers declared rehabilitation successes under the Army Substance Abuse Program (ASAP).
USASMA Instructor/Facilitator Certification Program 1 July 2015
 - (3) Possess mature judgment and initiative.
 - (4) Have served at least three years of active Federal service in any branch of the Armed Forces (AC only).
 - (5) Have three years' time remaining in-Service upon arrival at assignment or be able to reenlist or extend to meet the requirement.
 - (6) USASMA fellowship program candidates must have four years' time-in-service (TIS) remaining upon assignment.
 - (7) Have a security clearance consistent with that required to attend the requisite Instructor courses.
 - (8) Display good military bearing.
 - (9) Meet body composition requirements IAW AR 600-9.
 - (10) Be able to pass the Army Physical Fitness Test (APFT).
 - (11) Have recently held a leadership assignment or equivalent to position.
 - (12) Have a demonstrated ability to be an Instructor/Facilitator.
 - (13) Have no speech impediment.
 - (14) Have no record of conviction by special or general courts-martial.
 - (15) Must not be required to register as a sexual offender IAW AR 27-10.

USASMA ICP PARAGRAPH 1-6. Instructor/facilitator Qualification Requirements.

Personnel must meet the following basic qualification requirements:

- a. All Instructors/Facilitators, to include civilians, must meet the following basic qualification requirements:
 - (1) Graduate of the Army Basic Instructor Course (ABIC), Foundation Instructor Facilitator Course (FIFC), or Faculty Development Program Phase 1 and 2 (FDP 1/2).
 - (2) Graduate of Small Group Instructor Training Course (SGITC) or Intermediate Facilitation Skills Course (IFSC).

- (3) Graduate of the NCOES/Functional course they're instructing and awarded the appropriate SQI or ASI.
 - (4) Meet same profile limitations as students attending course and wear the same designated duty uniform as the students (military only).
 - (5) Meet leadership experience requirements.
 - (6) Meet and maintain rank requirements for their specific course of instruction.
 - (7) Meet and maintain current military appearance standards IAW AR 670-1 (military).
 - (8) Meet and maintain current weight standards IAW AR 600-9 (military). Screening must have been conducted within the past six months as a minimum.
 - (9) Meet and maintain current Army Physical Fitness Test (APFT) standards (military). Must have had a record APFT conducted within the past six months as a minimum.
 - (10) Remain free of any flagging actions IAW AR 600-8-2 (military). USASMA Instructor/Facilitator Certification Program 1 July 2015
- b. Failure to meet and maintain standards IAW established regulatory guidance will result in removal from the program until final disposition as determined by the commandant or their designated representative.

USASMA ICP PARAGRAPH 1-8. NCOES and Functional Course Instructor/Facilitator Qualification Requirements.

In addition to requirements listed above (as applicable), Instructor/Facilitators must meet the following course specific rank and experience requirements (experience verified by an official military document):

a. Basic Leader Course (BLC):

- (1) SGLs must hold the rank of SSG with prior assignment experience in a skill level 3 leadership position.
- (2) Complete leader heat and cold injury prevention training semiannually.
- (3) SSG must meet requirements (1) and (2) above and hold the rank of SFC with skill level 4 leadership experience (based on Commandant's evaluation).
- (4) See paragraph 2-2 for alternate staffing Instructor/Facilitators' guidance.

NGR 600-200 PARAGRAPH 2-23. Assignment criteria for Instructors.

The initial selection criteria for RTI Instructor duty are:

- a. Be a high school graduate or possess the GED equivalent.
- b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. Concerning alcohol and drug abuse, persons declared rehabilitation successes under the ADAPC Program should not be included.
- c. Possess mature judgment and initiative.
- d. Have a minimum of three years-time remaining in-service upon arrival at assignment or agree to reenlist or extend to meet the requirement.
- e. Have a security clearance consistent with that required to attend the requisite Instructor course.
- f. Meet minimum Reading Grade Level (RGL) and Language Grade Level (LGL) (measured by Test of Adult Basic Education (See AR 350-1)) required for attendance to the requisite Instructor course.
- g. Display an outstanding military bearing.
- h. Meet the body composition requirements in AR 600-9.
- i. Be able to pass the Army Physical Fitness Test (APFT).
- j. Be fully qualified in the MOS for which Instructor duty is desired and have at least one year of experience in that MOS.
- k. Have recently held a leadership assignment.
- l. Have a demonstrated ability to be an Instructor.
- m. Does not have a speech impediment.

NGR 600-200 Paragraph 2-24. Additional requirements for RTI Instructors

a. In addition to the initial selection criteria in paragraph 2–23, Soldiers must:

- (1)* Hold rank of SSG or above; however, exceptions will be considered on a case–by–case basis to secure the best qualified Instructors available.
- (2)* Possess “1” under “S” and “1” or “2” under “E” of physical profile.
- (3)* Be equal in grade to the level of students that will attend the course.
- (4)* Be graduates of the course they will instruct.
- (5)* Have a GT score of 100 or higher for assignment as an Ordnance School Instructor.

b. The requirement outlined in this chapter for the selection

AR 614–200 Paragraph 6–9 Selection criteria

The initial selection criteria for Instructor duty are as follow:

a. Be a high school graduate or possess the GED equivalent.
b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth.

Concerning alcohol and drug abuse, persons declared rehabilitation successes under the ADAPC Program should not be included.

- c.* Possess mature judgment and initiative.
- d.* Have served at least three years of active Federal service in any branch of the Armed Forces.
- e.* Have three years-time remaining in–service upon arrival at assignment or be able to reenlist or extend to meet the requirement.
- f.* Have a security clearance consistent with that required to attend the requisite Instructor course.
- g.* Meet minimum reading grade level (RGL) and language grade level (LGL) (measured by Test of Adult Basic Education (see AR 350–1)) required for attendance to the requisite Instructor course.
- h.* Display good military bearing.
- i.* Meet the body composition requirements in AR 600–9.
- j.* Be able to pass the Army physical fitness test (APFT).
- k.* Be fully qualified in the MOS for which Instructor duty is desired and have at least one year of experience in that MOS.
- l.* Have recently held a leadership assignment.
- m.* Have a demonstrated ability to be an Instructor.
- n.* Have no speech impediment.

DUTIES/RESPONSIBILITIES:

The Instructors are directly in contact with the students and represent the command in the presentation of the instruction. They serve as the role model for the students. They must be technically competent and professional in demeanor. Their responsibilities include, but are not limited to, those listed below:

- a. Be technically and tactically proficient in all formal instruction presented. Instructors must insure they are thoroughly familiar with the information presented. Equally important, the Instructor is expected to be proficient in facilitating the learning activities of the Soldiers by administering, in accordance with the lesson outline, all training and testing in a professional manner.
- b. Maintain classrooms and training facilities in a manner that aids learning. Ensure all necessary course materials and references are on hand and the facilities are neat, clean, and safe and support the training conducted, and that discipline, both in the classroom and in the field, is maintained at all times.
- c. Conduct all classes to TAITC standards and IAW Instructor evaluation sheet contained in Annex B of this CMP.
- d. Brief the required safety and environmental impact considerations for every block of instruction conducted. Take immediate corrective action to ensure student and cadre safety when necessary. Report all unsafe conditions to the chain of command.
- e. Being responsive to the needs and problems of the Soldiers while they are under his control. The Instructor is expected to aid in solving the Soldiers' problems and direct the Soldiers to the proper source for help.
- f. Providing immediate feedback on student performance.
- g. Be responsive to Soldiers questions and direct Soldiers to the proper resource for answers. Instructors are not obligated to provide answers but must guide Soldiers in determining the answer.
- h. Maintaining records of Soldiers with disciplinary, academic, and/or administrative problems. The Instructor will provide the course manager with a record of all counseling sessions.
- i. Maintaining Soldier records as outlined in the CMP, as well as any others required by local policy.
- j. Handing out the Student Evaluation Plan and Student Guide to the students before the training starts.
- k. Conducting safety briefings prior to training and taking immediate action to correct and report all unsafe conditions within the training facilities.
- l. Providing the Soldiers with any required assistance related to access to publications, equipment, forms and instruction.
- m. Evaluating each Soldier's performance on all practical exercises and end-of-block tests. Follow test control measures IAW regulatory guidance.
- n. Counsel students using DA Form 4856E if they fail to achieve a 70% passing grade on any exam. Document that the Soldier's performance does not meet the standard. Document that student understands that failure to meet the standard during retest may be cause to initiate removal and or relief from the course or recycled to a follow on class. Inform the 298th Regiment, Multi-Functional Training Regiment (MFTR) Commandant of the Soldier's failure to meet the required 70% passing score.

- o. Selecting and prescribing appropriate remedial training and retesting when a Soldier does not pass a practical exercise or examination.
- p. Recommending to the Course Manager/Commandant, in accordance with local policy, that a Soldier will be dropped from the course.
- q. Evaluating course materials and administration. Providing suggestions and recommendations to the course manager for improving the course.
- r. Conducting after-action reviews (AARs) after all performance-oriented training.
- s. Advises the Commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans.
- t. Accomplishes duties pertaining to training of unit members and the unit's training support requirements; requests and has on hand required training materials, supplies, and training aids such as ammunition, pieces of equipment, films, models of equipment etc. from TASC; recommends individuals to serve as Instructors for training activities based on their knowledge, skills and qualifications; provides assistance and guidance to members of the unit on preparation of lesson plans, proper methods of instruction and obtaining reference material and teaching aids; drafts training schedules for approval and other memoranda; maintains training records and training library; prepares and submits requests for training areas; completes applications for service schools, Officer Candidate Schools (OCS), and correspondence courses; advises unit members of the availability of training courses and encourages them to attend those courses that will benefit the unit and the individual. Prepares and submits all training related reports, briefs, memorandums as required. May be required to attend special schools and/or conferences that support the units training programs or objectives. May be required to provide leadership and supervision if serving as the senior member of the unit's FTUS workforce. Will be required to cross train with the company supply sergeant and admin clerk to provide continuity in support of priority actions during their absence.
- u. Conducts ongoing coordination with all other fulltime personnel in the organization to ensure that short and long range training requirements are understood and accomplished in a timely manner.
- v. Serves as ammunition manager for the unit. Coordinates ammunition requirements through logistical channels and the ammunition manager at higher headquarters.
- w. Primary operator for Army Training Requirements and Resources System (ATRRS), ATRRS Funding Allocation Model (AFAM), Digital Training Management System (DTMS), Army Training Network (ATN), Combined Arms Training Strategies (CATS), Automated Fund Control Order System (AFCOS), Defense Travel System (DTS), Force Management System Web Site (FMSWeb), and Publishing Products Index and Ordering System (PPIOS).
- x. Shares the following duties with the Readiness NCO: Manage and maintain accountability of Government Travel Cards (GTC) using the CitiDirect Card Management System, may serve as Alternate Additional Duty Safety Officer (ADSO), manage and maintain data using the Reserve Component Automation Systems (RCAS).
- y. Performs other duties as required or assigned.