131st Force Support Squadron
Student Flight Coordinator Announcement

The 131st Force Support Squadron will be accepting 2 applications for the Student Flight Coordinator positions at Whiteman AFB and Jefferson Barracks effective 10 April 2021. Please annotate which location you are applying for in your package name. The last day to submit applications for consideration is 31 January 2021. Packages received after 31 January 2021 will not be accepted. Interviews will be conducted on 17 February 2021, time and place are TBD.

NGB Ancillary Training Policy Memorandum (dated 01 Sep 2014) states:

“ANG Student Flight Programs should be framed in leadership and structured for success. Air Force Core Values and AFI 36-2618, The Enlisted Force Structure, govern its foundation to foster full-range leadership development. This concept will directly increase BMT graduation rates, as well as foster leadership opportunities. Long-term benefits include higher retention rates, lower attrition, and foundational airman development establishing Esprit de Corps”

Student Flight Coordinator Responsibilities include, but are not limited to:

a. Enforcing compliance with established standards
b. Give instructional training on predetermined curriculum
c. Ensure the student materials and curriculum is current and relevant
d. Directly liaise with the Student Flight NCOIC and Force Development Office with items concerning Student Flight members (to include Break in Training members)
e. Collect feedback tools from Student Flight members and up-channel any concerns over negative trends
f. Prepare and distribute agenda and notification letters for the next UTA by COB Sunday
g. Coordinate with Student Flight members in off duty hours, if necessary, to ensure lodging is secured and questions are answered for their members prior to RSD
h. Program responsibilities and guidance is outlined in OI 36-2101, Student Flight Program Management.

Airmen selected for the Student Flight Leadership Team must:

a. Be a uniformed member and subject to the Uniformed Code of Military Justice (UCMJ) or State Code of Military Justice (SCMJ)
b. Be of the utmost character and epitomize the AF Core Values and AFI 36-2618, The Enlisted Force Structure
c. Be flexible enough to take advantage of last minute training opportunities when considering upcoming UTA events

d. No record of disciplinary action [LOC, LOA, LOR, Art 15] for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, documented failures to exercise sound leadership principals, or for any sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.

e. Meet Air Force standard of good physical health and meet or exceed Air Force physical fitness standards IAW AFI 36-2905.

f. Be fully qualified in their DAFSC (not in a retraining status)

g. Minimum rank of MSgt. Strong TSgts who are not currently in upgrade training with commander recommendation will be considered on a case by case basis

h. Should not be currently serving in a SDI

Other desirable qualifications

a. The ability to speak clearly and distinctly

b. Highly motivated and capable of fulfilling the role of Student Flight Coordinator

c. Has demonstrated exceptional leadership and managerial skills in primary duty section

The length of additional duty will be for a period of one year. A primary and alternate will be selected for each one year period if available.

Applications must contain the following items:

1. Letter(s) of Recommendation, at a minimum, from supervisor and commander

2. vMPF RIP- all pages

3. Current Fitness Test summary

Submit digital (only) packages to your Unit Training Manager (UTM). The UTM will upload the application to their unit’s folder in the UTM Action Center on SharePoint by COB 31 Jan 21. (Make sure they have checked your package in and assigned it to the FDO. Late submissions will not be considered.)