POSITION DESCRIPTION
FOR
CODE OF CONDUCT/SURVIVAL, EVASION, RESISTANCE AND ESCAPE
(COC/SERE) INSTRUCTOR

SUPERVISOR: Program Manager

INTRODUCTION: The Code of Conduct/Survival, Evasion, Resistance and Escape (COC/SERE) Instructor provides instructional, operational, and administrative tasks required to deliver formalized training support in the areas of COC/SERE training.

ESSENTIAL FUNCTIONS:
2. Provide for the timely execution and attendance of scheduled events to include class watch bills, training sessions, and student accountability.
3. Provide instruction support at remote training sites, with rough terrains and varied climates, approximately 23 times per year for five to six days at a time, with the potential for longer periods.
4. Provide for the safekeeping and security of program materials and equipment.
5. Understand that consumption of alcohol by instructor personnel is prohibited 12 hours prior to training delivery.
6. Comply with policies and procedures as set forth in the company’s Handbook of Policy and Procedure.
7. Comply with the provisions of the corporation’s Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling, and destroying of classified material.
8. Work, cooperate, and communicate, as directed by the Program Manager, with supervisors, team leaders, and coworkers satisfactorily. This includes the professional, mature acceptance of constructive criticism.
9. Travel as required.
10. Perform other duties as assigned.

QUALIFICATIONS FOR POSITION:
1. Must possess high personal standards of technical knowledge and professional competence in delivering COC/SERE training material.
2. Must possess the ability to perform in a military environment.
3. Must possess a familiarity with the organization and hierarchy of the U. S. Navy, military rank/grade structure.
4. Must possess a knowledge of Navy and military terminology, and shipboard/installation environments and configurations.
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5. Must possess knowledge of basic and advanced training techniques and of computer technology applications as they apply to instructional delivery.

6. Must have knowledge of DoD procedures for the handling of classified material, DoD SERE and Personnel Recovery publications supporting Code of Conduct training, and the capability to access those publications.

7. Must have demonstrated experience in an operational environment involving survival, evasion, resistance and escape skills including extensive experience providing full-spectrum SERE training from a Joint Personnel Recovery Agency (JPRA)-approved Program of Instruction (POI).

8. Must possess one of the following qualifications:
   - Navy NEC 9502 (Instructor), or
   - Navy NEC 9595 (SERE Instructor) or USAF SV81 certification
   - Navy Instructor Qualification Course
   - Navy NEC 9518 (Naval Leadership Development Program (NAVLEAD) Instructor, or
   - Graduate of one of the following courses of instruction:
     - Instructional Delivery Continuum (IDC) Journeyman Instructor Training (JIT) (A-012-0077)
     - Instructional Delivery Continuum (IDC) Journeyman Instructor Training (JIT) Mobile Training Team (A-012-1011)
     - Naval Leadership Facilitator (P-012-0045)
     - Facilitator Training Course (P-012-0075)
     - Nuclear Instruction Qualifications (NFAS) (A-661-0108)
     - Nuclear Instruction Qualifications (NNPS) (A-661-0109)
     - Other DoD Service Designation (or equivalency) upon approval of the CENSECFOR DOT, or
     - Completion of civilian (or commercial) formal course recognized and certified as a JIT equivalency by the Center for Personal and Professional Development (CPPD)

9. Must have graduated from and have direct and documented experience as a current or previously qualified DoD SERE instructor at a JPRA-certified Level “C” Code of Conduct School.

10. Must be physically fit (lift/carry 45 pounds, walk up multiple flights of stairs, walk up to six miles a day (with a ruck sack) and be able to operate in varied climates.

11. Must possess excellent work ethics as well as verbal and written communication skills, and be detailed and accurate in performing all administrative and routine functions.

12. Must be able to get along well with others and effectively function as member of a team.
13. Pre-employment, and at a minimum annually, must submit to drug, HIV, medical and psychological screening, when required, and provide results to TSM Corporation, Human Resources. Employee authorizes TSM Corporation to share results with the Government customer and/or Prime contractor when requested.

14. Your work will be on a government installation; therefore, you must be cleared for access.

15. Must have or be able to obtain, as a minimum, a Secret Security Clearance.

16. Must acknowledge that you understand that dangers, stress, physical hardships, and field living conditions are possible as a contract instructor, and that you will be expected to demonstrate fitness and conditioning on an annual basis.

17. Additional desired skills include: Small Arms Instructor, Basic First Aid, CPR Certification, Wilderness First Responder Training and Blood-borne Pathogen Training.