

HIRING MOTIVATED MSGT FOR LOCAL DEVELOPMENTAL SPECIAL DUTY (DSD)

POSITION: AIRMAN LEADERSHIP SCHOOL (ALS) COMMANDANT – oversees Seymour Johnson ALS and all assigned PME instructors.

AFSC: 8T000

RANK: MSgt

ASSIGNMENT:

The member will be assigned to the 4th Force Support Squadron under AFSC 8T000 with an assignment availability code of 50 (maximum stabilized tour) set to expire 3 years after duty start date.

JOB DESCRIPTION (See AF Enlisted Classification Directory for full description):

- Manages scheduling consistent with production requirements.
- Interfaces with Squadron/Wing leadership, the ACC PME MAJCOM Functional Manager, and the Barnes Center on PME related matters.
- Instructs using formal lectures, case studies, and a variety of other teaching methods. Manages the use of Information Technology to support school activities.
- Inspects and evaluates PME activities, personnel, and facilities.
- Maintains files and records pertinent to PME matters. Prepares and maintains school statistical reports.
- Maintains lesson plans, textbooks, test and measurement devices, student workbooks, handouts and lesson aids.
- Supervises, counsels, evaluates, and advises students.
- Coordinates and conducts panels, exercises, and other ceremonial duties to enhance learning.
- Assists with in-and out-processing and graduation tasks.
- Performs additional duties as required to operate and maintain the PME program and facilities.

QUALIFICATIONS:

- Must be a MSgt as of the date of application
- Minimum overall performance assessment rating of either “LC - *Exceeded most, if not all expectations*” or “AC - *Exceeded some, but not all expectations*” on the last three performance reports. **Only the last three EPRs are considered for the nomination process.**
- Minimum physical profile 222221. If the Airman does not meet minimum profile requirement the servicing medical authority needs to make a determination if condition is waiverable.
- Ability to speak clearly and communicate well with others. Must be annotated on AF IMT 422A.
- Must have completed/awarded CCAF degree, associate degree or higher from a nationally or regionally accredited academic institution.
- Graduate of a certified in resident PME course at a level equal to or higher than the position for which applying prior to reporting for duty. (MAJCOM Assignment coordinators will notify MAJCOM EPME Managers 9-12 months prior to RNLT, to

ensure Airman selected for PME instructor duty are scheduled for PME prior to reporting for duty).

- Recent AEF experience is a plus, but not required.
- Must have no permanent PT exemptions. Permanent exemptions are waiverable by the CFM. Temporary exemptions are allowed.
- Must have high standards of military appearance, image, military bearing and conduct in the past duty performance. Appropriate military image in uniform is paramount. Must meet or exceed AFI 36-2903 standards. Waivers for conditions that detract from outstanding personal appearance will not be considered.
- No financial irresponsibility within the past three years.
- No record of unprofessional relationships, substance abuse, domestic violence or child abuse. Waiverable by the CFM.

FORMAL APPLICATION:

B. APPLICATION:

- Complete the **Generic Special Duty Assignment Application with Commander's recommendation** (*click the paperclip icon to the left of the SPECAT for template*)
- Biography with an official AF photograph (Refer to AFH 33-337), Tongue and Quill, dated 27 May 2015), (*click the paperclip icon to the left of the SPECAT for example Biography*).
- Full length photograph in AF Physical Training uniform
- Copies of last 3 performance reports.
- AF IMT 422A or medical statement reflecting current physical profile. If Airman does not meet minimum profile requirement the servicing medical authority must determine if condition is waiverable and annotate that on the form.
- Complete AF Physical Fitness Assessment history from the AF Portal.

TRAINING:

Those selected to hold the 8T000 position must attend the four week Enlisted Professional Military Education Instructor Course located at Maxwell AFB, AL. The MAJCOM EPME Manager will schedule the date.

E-MAIL (SINGLE PDF) APPLICATION TO:

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