

HIRING MOTIVATED SSGT FOR LOCAL DEVELOPMENTAL SPECIAL DUTY (DSD)

APPLICATION DEADLINE **October 14, 2022/1530hrs**

Projected Reporting Date: 07 November 2022

POSITION: AIRMAN LEADERSHIP SCHOOL (ALS) INSTRUCTOR

AFSC: 8T000

RANK: SSgt or TSgt

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):

- Instructs PME subjects both indoors and outdoors, using informal lectures, case studies, teaching interviews, guided discussions, and a variety of other teaching methods. Uses computers, software applications, audiovisual equipment, and multi-media tools in support of educational goals.
- Plans, organizes, and directs PME programs and activities. Plans and organizes PME requirements for education, facilities, space, equipment, visual aids, and supplies. Develops and revises curriculum materials.
- Plans and organizes phases of education, student flow, and class schedules consistent with production goals and available resources.
- Inspects and evaluates PME activities, personnel, and facilities. Evaluates student performance. Counsels and advises individuals on academic and nonacademic issues impacting student performance.
- Prepares and maintains files and records pertinent to PME matters. Prepares and maintains administrative records on each student. Prepares statistical reports and records about student performance. Maintains completed school record files for historical review
- Inspects and evaluates PME activities, personnel, and facilities.
- Provides management consultant services. Conducts and administers symposiums, workshops, or conferences; interprets organizational surveys; evaluates program management effectiveness and provides feedback.
- Performs additional duties as required to operate and maintain the PME program and facilities.

QUALIFICATIONS:

- Must be a SSgt as of the date of application.
- A minimum of 1 year supervisory experience is preferred.
- 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 can be waived.
- 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.
- Recent AEF experience is a plus, but not required.
- Must have no permanent PT exemptions. Permanent exemptions are waivable 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.
- Must have or be able to obtain retainability for the 3 year tour of duty.

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 without photograph (Refer to AFH 33-337), Tongue and Quill, (*click the paperclip icon to the left of the SPECAT for example Biography*).
- 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 waivable and annotate that on the form.
- Complete AF Physical Fitness Assessment history from the AF Portal.
- Email from CFM confirming manning in your career field supports release for this special duty
- Cover letter from applicant explaining why they want to be an Airman Leadership School Instructor.
- Optional: Letter(s) of recommendation

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:

MSgt Brandin Wendt
Airman Leadership School Commandant
DSN: 722-1149, Comm: (919) 722-5842
Brandin.wendt@us.af.mil

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