

HIRING MOTIVATED MSGT FOR LOCAL DEVELOPMENTAL SPECIAL DUTY (DSD)

POSITION: Airmen Development Advisor – serves 4th Fighter Wing, 911th ARS, and support agencies across Seymour Johnson AFB

AFSC: 8A100

RANK: MSgt

ASSIGNMENT:

The member will be assigned to the 4th Force Support Squadron under AFSC 8A100 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):

- Principal advisor to commanders, supervisors, and enlisted personnel on force management and enlisted professional enhancement opportunities
- Advertises/disseminates information on personnel programs and new guidance to educate base populace for program(s) execution to meet Air Force objectives
- Provides management/individual consultant services relating to career opportunities, progression, and planning
- Works with Air Reserve Component (ARC) counterparts and recruiters to advertise benefits and opportunities of Reserve and Guard duty
- Plans, organizes, and directs First Term Airman Course, Informed Decision, NCO, and SNCO Professional Enhancement (PE) Seminars across Seymour Johnson AFB

QUALIFICATIONS:

- Must have less than 20 years TAFMSD as of the reporting month
- Member must have or be willing to obtain 36 months retainability
- Have skill level qualification commensurate with grade
- Have commander's recommendation
- Possess superb counseling and briefing skills
- Ability to speak clearly, distinctly, and communicate well with others
- Be outstanding in appearance, military bearing, and conduct, both on/off duty
- Have a CCAF degree or an associate degree or higher from an accredited institution
- Overall rating of "Exceeds some, but not all expectations" or "Exceeds most, if not all expectations" (top two ratings) on last three EPRs
- Must have scored 75 or above on last three fitness tests, no failure on any portion within the last 12 months. No current PT exemptions with the exception of those due to pregnancy and/or deployment. Any other exemption must be approved by 8A100 Career Field Manager
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years
- No recorded evidence of emotional instability, personality disorder, Post-Traumatic Stress Disorder, or other unresolved mental health problems
- No record of substance abuse, financial irresponsibility, domestic violence, or child abuse
- Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying (see AFI 36-2002 for specifics)

FORMAL APPLICATION:

- Commander's Letter of Recommendation stating:
 - Full endorsement of the candidate
 - Candidate meets all eligibility criteria
 - No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years
 - Include this statement in the additional comments, *"To my knowledge, MSgt (last name) is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action. He/She possesses mature judgment, is highly reliable, diplomatic and courteous in department. I have reviewed MSgt (last name)'s records, and they do not reflect any information, which in my judgment would preclude selection of the Airman for this position."*
- Current Enlisted SURF (from AMS)
- Current Fitness Assessment Score Card (from AFFMS)
- AF Form 422 stating in additional comments: *"Member meets the minimum physical profile for AFSC 8A100 (333233) IAW AFI 48-123 & AFECD. Member is world-wide duty qualified and possesses the ability to speak clearly & distinctly"*
- Copy of last three EPRs
- Military Biography
- Must be available for face-to-face interview. Exceptions contact Dr. Kathleen Parrish.

TRAINING:

Newly assigned ADAs are trained on duties and responsibilities by the incumbent ADA and will attend formal training at HQ AFPC within 6 months of assuming duties.

E-MAIL (SINGLE PDF) APPLICATION TO:

Dr. Kathleen Parrish

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DSN: 722-4152, Comm: (919) 722-4152

Kathleen.Parrish.1@us.af.mil