

ENLISTED VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD
174TH ATTACK WING
6001 EAST MOLLOY ROAD
SYRACUSE, NEW YORK 13211-7099**

ANNOUNCEMENT #: FY 20-15

DATE: 2 Jan 2020

CLOSING DATE: Open Until Filled

UNIT: 174TH Attack Wing

AFSC: 8I100

**POSITION TITLE:
Inspections Coordinator
MSgt**

AREA OF CONSIDERATION: Nationwide
All Technicians and DSGs, E-6s that are promotable to E-7 and E-7.

SPECIALTY SUMMARY

(As outlined in AFECD)

Coordinates Inspection Actions on behalf of the Inspector General and command for all activities related to the Air Force Inspection System. Provides feedback, support, and assistance to the Inspector General.

QUALIFICATIONS AND SELECTION FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin. Applications are subject to review by the FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

KNOWLEDGE:

Knowledge of Public Laws, Executive Orders, DoD Regulations, Air Force Instructions, and other directives related to the inspection process, to include DoD and AF administrative and inspection policies, procedures, techniques, and practices

Knowledge of Air Force readiness and compliance objectives, enlisted leadership and management concepts and their relationship to mission accomplishment is mandatory.

EXPERIENCE:

Must be the minimum grade of E-6 and currently possess a 7 level AFSC.

EDUCATION:

Must possess a CCAF degree in primary AFSC and be current in all professional military education commensurate with current grade.

DUTIES AND RESPONSIBILITIES:

- Involved in planning, organizing, and executing a wide range of complex activities for the wing/center Commander's Inspection Program (CCIP), and the Exercise and Evaluation Program
- Administers the CCIP Dashboard and Commander's Inspection Management Board (CIMB).
- Provides recommendations to the IG and Chief of Inspections regarding inspection policies, procedures, and guidelines.
- Facilitates logistical and administrative support needed for the execution of Commander's Inspection Program (CCIP).
- Prepares and staffs required inspection materials to include exercise objectives, scenarios, and associated risk assessments, pre-inspection surveys, and required equipment.
- Publishes special instructions (SPINS) for unit inspections.
- Arranges internal inspections with unit/installation managers and IG leadership to allow commanders to control the depth, scope, and frequency of inspections.
- Coordinates with administrators for the Wing Inspection Team (WIT) and the Management Internal Control Toolset (MICT) during the planning, implementation, and oversight of the inspection program.
- Ensures WIT members are prepared to conduct the CCIP, and organizes the unit inspection and exercise calendar.
- Produces written products, including but not limited to, local inspection specific schedules, memorandums, Schedule of Events (SOE), and Master Scenario Events Listings (MSEL).
- Utilizes tools such as the Inspector General Evaluation Management System (IGEMS) and MICT to evaluate services and processes to determine mission readiness, resource utilization, the state of discipline, and effectiveness/efficiency of the program, activity or function.
- Instructs self-assessment training modules, trains commanders, and educates base personnel on internal assessment issues and procedures.

OTHER QUALIFICATIONS:

For entry, and retention of the SDI, the following are mandatory as indicated:

- No Unfavorable Information File, civil convictions (other than minor traffic violations), or open IG investigations.
- Must possess current Secret security clearance.
- Recommendation by unit commander for Inspector General Duty.
- Demonstrated ability to prepare verbal/written reports and briefings.
- Outstanding military appearance, bearing and conduct.
- For award and retention of AFSC 8I100, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN17-1301, *Computer Security*.

APPLICATION PROCEDURES:

Packages must be received no later than close of business on vacancy announcement closing date. **Applicants will prepare and mail a hard copy application package to include all of the following:**

- Cover Letter
- Resume
- Air Force Fitness Management System Individual Report

Candidates will be notified of interview date and time.

MAIL APPLICATION TO:

**174 FSS/FSMP
6001 EAST MOLLOY ROAD
HANCOCK FIELD
SYRACUSE, NY 13211-7099
(ATTN: SSGT TRACY GALLAGHER)**

DISTRIBUTION:

Each NYANG Installation (For further dissemination)

DMNA