



**NEBRASKA AIR NATIONAL GUARD**  
HEADQUARTERS, 155TH AIR REFUELING WING (AMC)  
2420 WEST BUTLER AVE, LINCOLN, NE 68524-1888

*ANNOUNCEMENT OF VACANCY*

## DRILL-STATUS GUARDSMAN: ENLISTED

**POSITION: Inspections Coordinator**

**OPENING DATE: 15 May**

**AFSC: 8I100**

**CLOSING DATE: Until Filled**

**MINIMUM MILITARY GRADE: TSgt (E-7)**

**MAXIMUM MILITARY GRADE: MSgt (E-8)**

**UNIT: 155 AIR REFUELING WING - NEBRASKA**

**AREA OF CONSIDERATION:** Current or prospective Air National Guard members will be considered. Any AFSC may apply. IG experience helpful but not required. **THIS IS NOT A COMMISSIONING OPPORTUNITY.**

**QUALIFICATIONS:** Applicant must possess attributes of the highest professional standards and moral character, demonstrates potential for future service and continued promotion. Applicants must possess or obtain a security clearance commensurate with the duties required as an IG inspector, have no record of civil conviction (other than minor offenses), and have no conviction by court-martial, non-judicial punishment, or Unfavorable Information File in the official military personnel record.

**DUTIES:** Involved in planning, organizing, and executing a wide range of complex activities for the wing/delta 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.

View Full PD: See Air Force Officer Classification Directory under <https://mypers.af.mil>.

### **APPLICATIONS MUST CONTAIN THE FOLLOWING:**

**Resume (military or civilian)**

**Last Three EPB's**

**Current RIP**

**Passing and Current Fitness Assessment**

**AF 422 (if applicable)**

**Other relevant information documenting training and/or work experience in the duties listed above.**

Please submit in one complete single document to SMSgt Josh Peavy: [Joshua.Peavy.4@us.af.mil](mailto:Joshua.Peavy.4@us.af.mil)

**EQUAL EMPLOYMENT OPPORTUNITY:** IAW applicable directives, selection will be made on a **BEST QUALIFIED** basis without regard to race, national origin, ethnic background, religion, color, or gender. Age restrictions IAW federal statues apply.