

Hiring Staff Sergeant for Local Special Duty- ALS Instructor

APPLICATION DEADLINE 30 April 2026

Projected Reporting Date: 31 July 2026 (flexible)

POSITION: AIRMAN LEADERSHIP SCHOOL (ALS) INSTRUCTOR

AFSC: 8T000

RANK: SSgt (firm, no TSgt selects)

ASSIGNMENT:

The member will be assigned to the 316th Force Support Squadron with an assignment availability code 44, 3 year minimum stabilized tour with the option to request a 1-year extension at your 15-month mark.

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

- Instructs PME subjects 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.
- 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
- Provides management consultant services. Conducts and administers symposiums, workshops, or conferences; interprets organizational surveys; evaluates program management effectiveness and provides feedback.

QUALIFICATIONS:

- Must be a SSgt as of the date of application with 4 or more years from HYT.
- Airmen receiving an SRB must have completed at least 50% of the current enlistment. If approved, unearned portions of the bonus will be recouped and future/anniversary payments terminated.
- Qualified in an AFSC and possess skill level commensurate with grade.
- A minimum of 1-year of direct supervisory experience is preferred.
- Favorable ratings on the last three performance reports. Only the last three EPB/EPR's are considered.
- Must have scored 80 or above on the last two fitness tests or 90 or above on most recent fitness test AF fitness test with no failure on any portion within the last 12 months. No current PT exemptions except deployment and/or pregnancy.
- No record of disciplinary action resulting in an Article 15 or UIF for the past three years.

- Outstanding in appearance, military bearing, professional military image and conduct both on and off duty.
- 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.
- No evidence of emotional instability, personality disorder, or other unresolved mental health problems.
- Ability to speak clearly and communicate well with others.
- Must have an awarded CCAF degree.
- ALS Graduate (or of a certified in resident PME course at a level equal to or higher).
- No record of substance abuse, financial irresponsibility, or substantiated abuse findings as defined in AFI 40-301.
- Never convicted by a civilian court of Category 1,2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses per AFI 36-2002.
- Must have or be able to obtain retainability for the 3 year tour of duty.

FORMAL APPLICATION:

B. APPLICATION: Submit as a single pdf

- Cover letter from applicant explaining why they want to be an Airman Leadership School Instructor.
- Generic Special Duty Assignment Application with Commander's recommendation.
- Biography (without photograph)-Refer to AFH 33-337, Tongue and Quill.
- Last 3 Enlisted Performance Briefs/Reports.
- SURF
- 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.
- Review Developmental Duty Career Field Releases list (search on myFSS for most up to date).
- Optional: Letter(s) of recommendation

TRAINING:

Those selected to hold the 8T000 position must attend the two week Enlisted Professional Military Education Instructor Course located at Maxwell AFB, AL from 11 August – 26 August 2026.

E-MAIL (SINGLE PDF) APPLICATION TO:

SMSgt Kiah Kent
kiah.kent@us.af.mil

TSgt Samantha Henry
Samantha.henry.1@us.af.mil

DSN: 981-5958, Comm: (301) 981-5958

APPLICATION DEADLINE: COB 30 April 2026