

**Inspector General, Inspections Coordinator
(Traditional Position) Position #1063021**

AFSC 8I100

******CLOSEOUT DATE 09 March 2026******

AUTHORIZED GRADE: MSgt (E-7), MINIMUM GRADE: SSgt (E-5)

LOCATION: 166th Airlift Wing, Delaware Air National Guard, New Castle County Airport, New Castle, DE.

Position is open to enlisted members E5, E6 and E7. (E6's and E7's will not be promoted while filling this position even if technically eligible for promotion.) Selected members must attend required training to be awarded 8I100 AFSC.

SPECIALTY SUMMARY:

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.

DUTIES AND RESPONSIBILITIES: Inspections Coordinators operate at the Wing level, duties include:

- Involved in planning, organizing, and executing a wide range of complex activities for the Wing 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 Director of Inspections (IGI) regarding inspection policies, procedures, and guidelines.
- Facilitates logistical and administrative support needed for the execution of 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.

Special Duty Qualifications:

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.

Education:

Must possess a CCAF degree, or civilian equivalent, in primary AFSC and be current in all Professional Military Education commensurate with current grade.

Training:

For retention of this SDI, completion of the Inspector General Training Course-Inspections taught by AFIA is mandatory

within 6 months of appointment to the 8I100 position.

Experience:

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

Other.

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(minimum) security clearance IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program.
- Recommendation by 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 AFMAN 17-1301, Computer Security.

TRAINING REQUIREMENTS:

- Completion of Air Force Basic Inspector Course taught by the Air Force Inspection Agency (AFIA) within 6 months of appointment to the 8I100 position.
- Completion of Air Force Exercise Inspection Course, known as REAPER, by AFIA.

APPLICATION PROCEDURES:

The following items must be included in the application package:

- **Resume**
- **vMPF Record Review Rip**
- **Current AF Fitness Assessment Report**
- **Copy of last three EPBs**
- **ASIMS report**

SUBMISSION INSTRUCTION:

Application packages must be forwarded to the organizational box: Email as one (1) PDF file to

166aw.dsg.jobannouncement@us.af.mil

Following initial screening, resumes will be forwarded to the 166 AW/IG Superintendent (SMSgt Howard) for interview/selection process. Personnel having additional questions concerning the position should contact him via email at matthew.howard.16@us.af.mil.