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|  **New York Air National Guard**  **Enlisted Vacancy Announcement** |
| **NEW YORK AIR NATIONAL GUARD****109TH AIRLIFT WING****1 AIR NATIONAL GUARD ROAD****SCOTIA, NEW YORK, 12302** | **ANNOUNCEMENT #:**21-07 |
| **DATE:** 20 November 2020 |
| **CLOSING DATE:** 5 December 2020 |
| **UNIT: 109TH Operations Group** | **AFSC:** 9G100 |
| **POSITION TITLE:** Operations Group Superintendent**AUTHORIZED GRADE:** E-9 | **AREA OF CONSIDERATION:**ONBOARD |
|  **SPECIALTY SUMMARY*****(As outlined in AFI36-2109, dtd 14 Jul 2016, and AFECD, dtd 31 Oct 20)***The Group Superintendent provides leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives. Establishes control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operation efficiency. Resolves issues between subordinate squadrons, other groups, wing staff, and outside agencies.  |
|  **QUALIFICATIONS AND SELECTION FACTORS**Airmen selected for assignment to a Chief Master Sergeant Position must meet the entry requirements as listed in the Air Force Enlisted Classification Directory. Assignment is open only to U.S. nationals, not non-U.S. citizens.Selectees must meet the minimum Physical Requirement: P3, U3, L3, H3, E3, S3 (refer to AF Form 422). |
|  **DUTIES AND RESPONSIBILITIES**The Group Superintendent is the senior enlisted leader within the group and is a key member of the group’s leadership team. Group Superintendents are the commander’s key enlisted advisor on operational effectiveness and the organization, training and equipping of enlisted Airmen. Group Superintendent will ensure the commander’s directions and policies are carried out and the Airmen understand and are dedicated to the mission of the command. They are responsible for the professional development and proper utilization of the group’s enlisted force. They work in concert with other enlisted leaders such as squadron superintendents, squadron career enlisted managers and First Sergeants to oversee the readiness, training, health, morale, welfare and quality of life of assigned personnel. **Note:** The Mission Support Group Superintendent provides Group Superintendent support to the Wing Staff Agencies. Additionally, they shall: * Provide general supervision of the organization’s enlisted force.
* Understand AF doctrine and core leadership competencies and communicate these to the force.

 * Understand the operation and mission of the organization and all subordinate elements and ensure the enlisted Airmen understand the command’s mission and their role in executing that mission.
* Represent the commander at various meetings.
* Are an active member of the CAT, senior staff meetings, CAIB, IDS and other senior leader forums within the organization.
* Serve as an active participant on advisory councils and boards (base advisory, enlisted advisory council, etc.).
* Regularly visit enlisted Airmen in the group.
* Monitor the group’s status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions (discharges, PRP, courts martial, etc.), promotion withholds and on-going investigations (i.e., IG, SF, AFOSI, and CC-directed) as necessary.
* Establish and maintain rapport with Commanders, other CMSgts and senior enlisted personnel.
* Maintain professional relationships with subordinate Commanders and work in concert in order to accomplish the mission.
* Interact with sister service counterparts as required.
* Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements.
* Evaluate the quality of enlisted leadership, management and supervisory training by visiting, briefing at, and sitting on panels for professional military education facilities, First Term Airman Center, professional enhancement programs (enlisted, civilian and officer, when applicable), professional organizations, career assistance advisors, junior enlisted councils, etc. Additionally, they will review the curricula and effectiveness of the enlisted developmental programs.
* Assist in the professional growth and mentoring of civilian and officer supervisors of enlisted, the organization’s CGOs, and new Squadron Commanders, as required.
* Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruiters’ efforts and dormitory management.
* Advise the Group Commander on enlisted promotions and performance reports.
* Maintain a robust quarterly and annual recognition program.
* Actively lead in the organization’s fitness program.
* Perform other duties as required/directed by their commander.
* Enlisted Force Distribution Panel. Supports and advises squadron commanders and superintendents prior to Enlisted Force Distribution Panel on promotion eligible Airmen’s performance and potential to serve in the next higher grade. Assist and advise in the selection and nomination of enlisted Airmen for positions of greater responsibility, to include the Developmental Special Duty nomination process.
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|  **MANDATORY REQUIREMENTS**CMSgts selected for position must be exceptionally well qualified with a broad breadth of experience and significant supervisory/leadership experience.Must have a physical appearance and military image in all uniform combinations that meets the highest standards expected only of the most dedicated professional CMSgt.Must meet AF standards of good physical health and demonstrated consistent fitness levels at or above the minimum standard.Initial selection: CMSgts must have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.Must have the ability to speak clearly and distinctly.Must be world-wide qualified (both deployment and assignment) and not have a permanent ALC “C3”. |
|  **SPECIAL QUALIFICATIONS**Tenure for 9G100 will be for a minimum of three years and six years maximum. Only Airmen who can serve the minimum tour will be considered by the panel. The Adjutant General or Wing Commander may request an extension beyond six years to meet state or wing mission requirements. Extension requests must be submitted to NGB/SELMO six months prior to the 9G100 tour termination. NGB/SELMO will coordinate with ANG CCM for all extension requests. **Note:** Using these criteria, 9G100s are eligible to do a consecutive tour which allows for three to six years. |
|  **INTERVIEW*** Applicants will be informed in writing or telephonically of date and time to appear.
* Candidate will be notified of the Selecting Official/Interview panel.

 **APPLICATION PROCEDURES**Applicants will prepare and forward a package consisting of no less than an official AF biography, letter of intent, current passing physical fitness score and record of individual personnel.**Application must be received no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.** |
| **EMAIL APPLICATION TO:** KAITLYN.SIMMONS.3@US.AF.MIL |
| **DISTRIBUTION:**1-109 FSS/FSMP1-109 OG/CC |