

ENLISTED VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT#: FY 22-08

POSTING DATE: 16 NOV 2021

CLOSING DATE: 16 DEC 2021

UNIT: 174th Maintenance Group

AFSC: Will be coded as 9G100, Group Superintendent

POSITION TITLE:
Maintenance Group Superintendent

AREA OF CONSIDERATION: Nationwide
**All E-8s (immediately promotable) and E-9s who are
current members of the 174th Attack Wing (H7).**

SPECIALTY SUMMARY

(As outlined in AFI 36-2109)

The Group Superintendent is the senior enlisted leader within the 174th Maintenance Group and is a key member of the group leadership team. The Maintenance Group Superintendent is the Commander's key enlisted advisor on operational effectiveness and the organization, training and equipping of enlisted Airmen. The Superintendent ensures 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.

QUALIFICATIONS AND SELECTION FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin. Ability to provide leadership and management in organizing, training and equipping personnel in the assigned Group. Ability to supervise subordinates which includes: developing and administering standards, EPR's, and directing/prioritizing tasks. Knowledge in directives and procedures in the following areas: First Sergeant, Personnel, Training, and Family Programs, etc. Ability to read, understand, interpret and administer Air Force Instructions (AFIs), laws, and directives. Ability to effectively communicate both orally and in writing with all levels of personnel to include the State Leadership and National Guard Bureau. Ability to effectively lead personnel. Ability to independently identify weaknesses and develop solutions that are effectively implemented with successful results.

EDUCATION:

- Graduate of Senior Enlisted Joint PME is desired, but not required. Prior completion of the ANG CMSgt Orientation Course is highly desired. If not completed, selectee must attend the ANG CMSgt Orientation Course no later than one year from selection. Completion of a CCAF degree (or civilian equivalent) is required.

CLEARANCE:

- TS/SCI is desirable.

(SEE REVERSED)

DUTIES AND RESPONSIBILITIES:

- 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.
- 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.
- 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

APPLICATION PROCEDURES:

Packages must be received no later than close of business on vacancy announcement closing date. Incomplete packages will not be considered. **Applicants will prepare and email an application package to include all of the following:**

- Cover Letter
- Resume
- vMPF Record Review
- Air Force Fitness Management System Individual Report

OSIB:

- An interview board is scheduled to convene TBD

EMAIL APPLICATION TO BOTH:

Email packages as either a single PDF or PDF Portfolio.

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Please contact SSgt Rebecca Adamitis (315-233-2151) or TSgt Tracy Gallagher (315-233-2623) with any questions.