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| Advertisement Traditional Guard Vacancy Announcement  (Enlisted) | | | | |
| **NEW YORK AIR NATIONAL GUARD**  105th Airlift Wing  Stewart Air National Guard Base  Newburgh, NY 12550 | **ANNOUNCEMENT NO:** | | | 22-07 |
| **DATE:** | 15 Oct 2022 | | |
| **CLOSING DATE:** | | 15 Nov 2022 | |
| **UNIT:**  213 EIS | **AFSC:** | 1D700 | | |
| **MAX AVAILABLE GRADE:** CMSgt | **AREA OF CONSIDERATION:**  Nationwide. All members who meet the qualifications for this position. | | | |
| **POSITION TITLE:**  Chief Enlisted Manager (CEM), Installations |
| **QUALIFICATIONS AND SELECTION FACTORS:**  - Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.  - The requirements and qualifications prescribed in this announcement are minimum for nomination consideration.  **DUTIES AND RESPONSIBILITIES:**  The Installations CEM is a key member of the squadron’s leadership team. They 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 squadron’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.  - 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.  - Plan and organize cyber support activities.  - Plan and supervise system installation and evaluate facilities layout and performance standards.  - Design and develop organizational structures and determine equipment, training, and supplies required for systems implementation and support.  - Interact with customers to promote customer satisfaction.  - Establish tactics, techniques, and procedures.  - Evaluate operational readiness of communications equipment, network devices, sensors, intrusion detection, and related support equipment.  - Direct activities responsible for system analysis and design, programming, operations and maintenance, security, systems  management, technical support, plans, implementation, and resource management.  - Implement and interpret policies, directives, and procedures.  - Establish training requirements. Establish training programs to meet local knowledge and certification requirements and to enhance professional awareness of technology.  - Inspects and evaluates maintenance activities for compliance with directives. Evaluates, rates, and prepares reports.  - Recommend and implement corrective action for improved methods and procedures.  - Evaluate the effectiveness of equipment usage, systems performance, customer service, supplies, system scheduling, processing, and maintenance.  - Plan, program, and develop budget inputs to ensure resource availability for operational and training requirements.  - Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, and off-base recruitment efforts.  - Advise the squadron commander on enlisted promotions and performance reports.  - Provide general supervision of the organization’s enlisted force.  - Understand AF doctrine and core leadership competencies and communicate these to the force.  - Maintain a robust quarterly and annual recognition program.  - Perform other duties as required and directed by their commander. | | | | |

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| **SPECIALTY SUMMARY**  ( As outlined in AFECD dated 31 Oct 2021 )  Manages and preforms defensive cyber operations and cyber support functions (DoDIN operations) in garrison and at deployed locations. Surveys, secures, protects, defends, preserves, designs, builds, operates, and extends data, networks, net-centric capabilities, and other designated systems. This Air Force Specialty Code description incorporates the use of DoD Cyber Workforce Framework (DCWF) Codes to tie this specialty description to the framework. The DCWF was developed by the National Institute of Standards and Technology (NIST) and the DoD to establish a common lexicon and model for all cyber work. The DCWF will universalize training and education between academia, industry, and military. It will also enable talent management by ensuring the right Airmen, for the right assignment, at the right time. |
| **MANDATORY REQUIREMENTS:**  - Chief Enlisted Managers should be experienced and well broadened. Tenure for a 1D700 should be a minimum of two years and a maximum of six years.  - Tenure up to six years is at the discretion of the squadron commander.  - All candidates must possess an associate’s degree or higher from a nationally or regionally accredited academic institution and have prior 1D77X/X experience or prior Engineering Installation experience.  - Senior Master Sergeants must be promotion-eligible at the time of application. |
| **INTERVIEW**  **-** Applicants will be informed in writing or telephonically of date and time to appear  - Selecting Official is **Lt Col Francis Farrelly, 213 EIS/CC** |
| **APPLICATION PROCEDURES**  Applicants will prepare and forward a resume, cover letter, full VMPF records review rip, complete fitness report, last three EPRs, and any other documentation to facilitate the selection process.  **Application must be received** **no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.**  Applications are due to the office of the Director of Operations prior to close of business 15 Nov 2022. Submit complete applications to Capt Brian Jacobs via email at brian.jacobs.1@us.af.mil. |