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| **ENLISTED VACANCY ANNOUNCEMENT** | |
| **NEW YORK AIR NATIONAL GUARD**  **174TH ATTACK WING**  **6001 EAST MOLLOY ROAD**  **SYRACUSE, NEW YORK 13211-7099** | **ANNOUNCEMENT#:** FY 23-10 |
| **DATE:** 4 Jan 2023 |
| **CLOSING DATE**: 4 Feb 2023 |
| **UNIT:** 174th Mission Support Group Superintendent | **AFSC:** Will be coded as 9G100, Group  Superintendent |
| **POSITION TITLE:**  Mission Support Group Superintendent | **AREA OF CONSIDERATION:**  E-9/CMSgt, Nationwide |
| **SPECIALTY SUMMARY**  (As outlined in AFI 36-2109)  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**  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 required.  (SEE REVERSED) | |

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| **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 submit an application package to include all of the following:**   * Cover Letter * Resume * vMPF Record Review * Air Force Fitness Management System Individual Report |
| **APPLICATION SUBMISSION:**  Email packages as either a single PDF or PDF Portfolio.  Julie.merrill.1@us.af.mil  Please contact MSgt Julie Merrill (315-233-2454) with any questions. |