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| **ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****AIR NATIONAL GUARD BASE**109th Airlift WingStratton Air National Guard BaseScotia, NY 12302-9752 | **ANNOUNCEMENT#:** | **23-21** |
| **OPENING DATE:** | 31 Aug 2023 |
| **CLOSING DATE:** | 30 Sep 2023 |
| **UNIT:** 109 Maintenance Group  | **AFSC:** 9G100 |
| **MAX AVAILABLE GRADE:** Minimum: SMSgt/E-8Maximum: CMSgt/E-9 | **AREA OF CONSIDERATION:** **STATEWIDE:**All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG. |
| **POSITION TITLE:** Group Senior Enlisted Leader |
| SPECIALTY SUMMARY: The group superintendent is the SEL within the group and is a key member of the group’s leadership team. Group superintendents are the commander’s key enlisted advisors on operational effectiveness and the organization, training, and equipping of enlisted Airmen. 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 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. |
| **MINIMUM QUALIFICATIONS**: Must meet the minimum requirements as outlined in AFI 36-2109. |
| **SPECIALTY QUALIFICATIONS:** 5.2.1. Provide general supervision of the organization’s enlisted force. 5.2.2. Understand AF doctrine and core leadership competencies and communicate these to the force. 5.2.3. 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. 5.2.4. Represent the commander at various meetings. 5.2.5. Serve as active members of the Crisis Action Team, senior staff meetings, and other senior leader forums within the organization. 5.2.6. Serve as an active participant on advisory councils and boards (e.g. base advisory, enlisted advisory council). 5.2.7. Regularly visit enlisted Airmen in the group. 5.2.8. Monitor the group’s status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions, promotion withholds and ongoing investigations (i.e., inspector general, security forces, Office of Special Investigations, and commander-directed) as necessary. 5.2.9. Establish and maintain rapport with commanders, other CMSgts and senior enlisted personnel. 5.2.10. Maintain professional relationships with subordinate commanders and work in concert in order to accomplish the mission. 5.2.11. Interact with sister service counterparts as required. 5.2.12. Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements.5.2.13. Evaluate the quality of enlisted leadership, management and supervisory training by visiting, briefing, 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, and junior enlisted councils. Additionally, they review the curricula and effectiveness of the enlisted developmental programs. 5.2.14. Assist in the professional growth and mentoring of civilian and officer supervisors of enlisted, the organization’s junior officers, and new squadron commanders, as required. 5.2.15. Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruitment efforts, and dormitory management. 5.2.16. Advise the group commander on enlisted promotions and performance reports. 5.2.17. Maintain a robust quarterly and annual recognition program. 5.2.18. Actively lead in the organization’s fitness program. 5.2.19. Perform other duties as required and directed by their commander. **EDUCATION:**4.2.5.3.2. All group superintendent candidates must possess an associate’s degree or higher from a nationally or regionally accredited academic institution and must have previously attended the ANG CMSOC.**TRAINING:**4.2.5.3.4. Senior Master Sergeants with an approved waiver must attend the ANG CMSOC no later than six months from assignment to the 9G100 position**EXPERIENCE:**4.2.5.3.5. AGR Senior Master Sergeants selected for group superintendent positions must have a Chief Master Sergeant AGR control grade available in a timeframe that allows the selectee to be promoted and attend the next available ANG CMSOC no later than six months from assignment.**OTHER:**4.2.5.3.3. Promotion-eligible Senior Master Sergeants will be considered on a case-by-case basis after all other options have been exhausted. Senior Master Sergeants with an approved waiver should be promoted to Chief Master Sergeant prior to being assigned or assuming duties as a group superintendent. |
| **APPLICATION PROCEDURES:** All applicants will prepare and forward the following no later than close of business on closing date either by email:* Cover Letter
* Resume
* Current Biography
* Last 3 EPRs/Evaluations
* Physical Fitness Evaluation Report
* IMR Status Report
* A recent vMPF records review RIP

**Application must be received** **no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.****Applications will only be accepted with all documents in a single PDF** |
| **SELECTION BOARD**A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear. **Selecting Official**: Colonel William Carraher |
| **APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL****EMAIL: 109aw.fss.CustomerService@us.af.mil****SUBJECT:** 9G Application SEL |