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| **TRADITIONAL GUARD VACANCY ANNOUNCEMENT** | | |
| **NEW YORK AIR NATIONAL GUARD**  107th Attack Wing  9910 Blewett Ave  Niagara Falls, NY 14103 | **ANNOUNCEMENT#:** | **NF 24-02** |
| **OPENING DATE:** | 26 October 2023 |
| **CLOSING DATE:** | 14 December 2023 |
| **UNIT:** 107th MSG | **AFSC: 9G100** | |
| **MAX AVAILABLE GRADE:**  Min Grade: E-8 I**mmediately Promotable to E9**  Max Grade 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 Superintendent | | |
| SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Enlisted Classification Directory) Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100 | | |
| **MINIMUM QUALIFICATIONS**:  Must meet the minimum requirements as outlined in AFMAN36-2100. | | |
| **SPECIALTY QUALIFICATIONS (IAW AFECD dated 30 April 2023 v3):**  **KNOWLEDGE:** The following knowledge is mandatory for the AFSCs indicated:  Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of an individual performing full time as a Command Chief Master Sergeant adviser. The Command Chief Master Sergeant serves as a member of the commander's staff to advise and assist in matters concerning enlisted members of the command or organization. Related DoD Occupational Subgroup: 152100.  **EDUCATION:** All CCM candidates must possess an associate’s degree or higher from a nationally or regionally accredited academic institution.  **OTHER:** For entry into this SDI, the following are mandatory:  12.1. Mandatory Requirements for Entry: See attachment 4 for entry requirements. | | |
| **DUTIES AND RESPONSIBILITIES**:  The Group Superintendent is the senior enlisted leader within the group and is a key member of thegroup’s leadership team. Group Superintendents are the commander’s key enlisted advisor onoperational 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 andare 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. 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 standards, disciplinary actions (discharges, PRP, courts martial, etc.), promotion withholds Andon-going investigations (i.e., IG, SF, AFOSI, and CC-directed) as necessary. Maintain professional relationships with subordinate Commanders and work in concert in order to accomplish the mission. 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 proc | | |
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| **APPLICATION PROCEDURES:** All applicants will prepare and forward the following no later than close of business on closing date either by email:   * Most Recent vMPF records review RIP * Most current Physical Fitness Evaluation Report. * Military Biography * Last 3 Performance Reports   **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 Steven Hefferon  **EMAIL APPLICATIONS PACKAGES TO THE FOLLOWING:**  **EMAIL:** Michael.Owczarczak@us.af.mil  **EMAIL:** Stasha.Peritore.1@us.af.mil  **SUBJECT: NF** 24-02, 107th MSG Group Superintendent | | |