

ENLISTED VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT#: FY 15-09

DATE: 8 Jan 15

CLOSING DATE: 8 Feb 15

UNIT: 174th Attack Wing

AFSC: 9G000

POSITION TITLE: OPERATIONS GROUP
SUPERINTENDANT

AREA OF CONSIDERATION:

Eligible candidates; All E-8s immediately promotable to E-9

SPECIAL DUTY SUMMARY

(As outlined in AFECD)

Advises and assists the commander in maintaining discipline and standards. Provides guidance to assigned enlisted personnel on matters of leadership, military courtesy, personal appearance, self-discipline, and personal adherence to standards. Helps ensure all supervisors set an appropriate example for subordinates. Corrects conduct prejudicial to good order and discipline. Promotes welfare, morale, and health of enlisted personnel. Advises commander on status of unit morale and welfare, and promotes unit recreation and social programs. Councils enlisted personnel and takes action to resolve problems or complaints. Assists commander in preparing and presenting unit training and information programs. Attends staff meetings and assists commander's call. Helps enlisted personnel adapt to military environment and adjust to the organization and duty assignments. Monitors unit mentorship and sponsorship programs and ensures orientation programs for conducted for newly assigned enlisted personnel. Supports and promotes PME activities. Monitors unit administration. Supports administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions and duties, leaves and passes, and other absences from duty. Performs quality force review and ensures timely processing of performance reports, awards and decorations, favorable communications, promotions, demotions, classification actions, quality control actions, and disciplinary actions.

QUALIFICATIONS AND SELECTION FACTORS

- Selection for this position will be made without regard to race, religion, color, creed, gender or national origin.
- Applications are subject to review by the FSS/CC to ensure mandatory requirements are met, as outlined in applicable regulations, applicants must meet a board
- The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements.
- Personnel selected to fill Chief Master Sergeant positions must be immediately promotion eligible.

EDUCATION: Completion of high school or general educational development equivalency, and USAF Senior Noncommissioned Officer Academy course (in residence or correspondence) is mandatory. SNCOA must be complete prior to application.

(SEE REVERSE)

OTHER QUALIFICATIONS:

Knowledge is mandatory of: Personnel management with emphasis on quality force indicators, personnel, and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques

Training: N/A

Other: The following is mandatory for entry into this position:

- Ability to speak distinctly,
- 9 skill level in any AFSC
- Must have a current/passing PT
- Working knowledge of the following / not limited to: EPRs, Title 10 Orders/ Process, UMD, AROWS, DTS, GTC
- Ability to assist with Unit Financial Plans

Special Considerations:

- Member is expected to assist/support the 138th ATKs, 108th ATKs, OSS and the Fort Drum Det 1 Range/GSU
- Member will be asked to provide additional support to the Title-10 mission
- Support or as necessary act on behalf of other OG Chiefs and First Sergeants
- Additional Travel to the Fort Drum LRE and Det 1 may be required
- Possession of TS/SCI is highly desirable

APPLICATION PROCEDURES: Applicants will prepare and forward a Resume, with a cover letter for each position (unit) he/she wishes to be considered for. **No Later Than Close of Business of Closing Date of Application.** Candidates will be notified of interview date and time.

MAIL OR HAND DELIVER APPLICATION TO:

174TH FSS/DP
6001 EAST MOLLOY ROAD
HANCOCK FIELD
SYRACUSE, NY 13211-7099
(Attn: Lt Col Hisel)

DISTRIBUTION:

- All 174 Units
- Command Chief Master Sergeant