

**166<sup>th</sup> Medical Group Senior Enlisted Leader  
(DSG Position)**

**AFSC: 4X000**

**\*\*\* CLOSEOUT DATE: 25 April 2026 \*\*\***

**AUTHORIZED GRADE:** CHIEF MASTER SERGEANT (E-9)

**LOCATION:** 166th Medical Group, 2600 Spruance Drive, (Bldg. 2805), New Castle, DE 19720

**AREA OF CONSIDERATION:** Nationwide CMSgt (E-9) and SMSgt (E-8) who are eligible for promotion.  
**Experience in the MDG is required. AGR's members are ineligible for this position.**

**SPECIALTY SUMMARY:**

Group Superintendents are functional leaders who provide leadership and management in organizing, equipping and training.

**QUALIFICATIONS AND SELECTION FACTORS:**

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applicants are subject to review by the Force Support Squadron to ensure mandatory requirements are met as outlined in applicable regulations. Applicants must meet an Interview Board.

**MINIMUM QUALIFICATIONS (IAW AFI 36-2109):**

- Tenure for Group SEL will be for a minimum of two years and six years maximum. Only Airmen who can serve the minimum tour will be considered by the panel. Tenure of up to six years are at the discretion of the respective group commander.
- The ANG CCM is the designated functional manager for all Group Senior Enlisted Leaders (SEL) and Wing CCM will have oversight of the Group SELs in their Wing.

**MANDATORY SCHOOL:**

- SMSgts selected with an approved waiver must attend the ANG Chiefs Executive Course no later than six months from assignment to the Group SEL position.

**DUTIES AND RESPONSIBILITIES:**

- General. The group SEL is a key member of the group's leadership team. Group SELs 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 SELs, squadron career enlisted managers and first sergeants to oversee the readiness, training, health, morale, welfare and quality of life of assigned personnel. Additionally, they:
  - Provide general supervision of the organization's enlisted 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.
  - 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.
  - Serve as active members of the Crisis Action Team, senior staff meetings, and other senior leader forums within the organization.
  - Serve as an active participant on advisory councils and boards (e.g., base advisory, enlisted advisory council).

- Regularly visit enlisted Airmen in the group; additionally, they review the curricula and effectiveness of the enlisted developmental programs.
- Interact with sister service counterparts as required.
- 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.
- Establish and maintain rapport with commanders, other CMSgt and senior enlisted personnel.
- Maintain professional relationships with squadron commanders and work in concert to accomplish the mission.
- Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements.
- Evaluate the quality of enlisted leadership, management and supervisory training by visiting, briefing, and sitting on panels for professional military education facilities, professional enhancement programs (enlisted, civilian and officer, when applicable), professional organizations, career assistance advisors, and junior enlisted councils.
- 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.
- Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, and off-base recruitment efforts.
- 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.

### **APPLICATION PROCEDURES:**

- Letter of Intent outlining career goals and objectives
- Resume
- Official Biography (**no photo**)
- Last 3 Enlisted Performance Briefs (EPBs)
- ASIMS
- myFitness Report – Fitness must be CURRENT and passing
- vMPF RIP (record review – ALL pages)
- Reference Letters (Optional). limited to two (2).

### **SUBMISSION INSTRUCTIONS:**

**EMAIL APPLICATION as one (1) PDF file to [166aw.dsg.jobannouncement@us.af.mil](mailto:166aw.dsg.jobannouncement@us.af.mil)**

The Wing CCM reviews applicant's records for eligibility and determines if the applicant's total profile supports boarding the member. Questions concerning the application procedures can be directed to CMSgt Todd Dugar 302-323-3370 or [todd.dugar.1@us.af.mil](mailto:todd.dugar.1@us.af.mil).