

166th AIRLIFT WING – Group Superintendent - VACANCY ANNOUNCEMENT

DELAWARE AIR NATIONAL GUARD

166th Airlift Wing
2600 Spruance Drive
New Castle, Delaware 19720

DATE: 6 May 2016

CLOSING DATE: COB 15 Jun 2016

UNIT: 166th Operations Group

AFSC: 9G100

MAX AVAILABLE GRADE: CMSgt

POSITION TITLE: Group Superintendent

AREA OF CONSIDERATION: state wide
All candidates may apply who meet the basic qualification for position. This is a DSG position. Experience in the OG is preferred but not required.

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 ANGGM2015-1):

- Current CMSgts and immediately promotable E-8s in the DE ANG.
- Tenure for 9G100 will be for a minimum of three years and six years maximum. Only Airmen who can serve the minimum tour will be considered by the panel.
- The ANG CCM is the designated functional manager for 9G100's and Wing CCMs will have oversight of the 9G100's in their Wing.

MANDATORY SCHOOL:

- CMSgts selected for assignment to a Group Superintendent Position must attend the ANG Chief's Executive Course within a year.

DUTIES AND RESPONSIBILITIES:

- **General Group Superintendent Duties and Responsibilities.** The Group Superintendent is the senior enlisted leader within the group and is a key member of the group's leadership team. Group Superintendents are the commander's key enlisted advisor 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 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 AF doctrine and core leadership competencies and communicate these
 - 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, Battle Staff, 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.).
 - Monitor the group's status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions (discharges, PRP, courts martial, etc.), promotion withholds and on-going investigations (i.e., IG, SF, AFOSI, and CC-directed) as necessary.
 - Establish and maintain rapport with Commanders, other CMSgts and senior enlisted personnel.
 - Maintain professional relationships with subordinate Commanders and work in concert in order 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 at, and sitting on panels for professional military education facilities, 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/mentoring of civilian and officer supervisors of enlisted, the organization's CGOs, and new Squadron Commanders
 - Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs
 - Advise the Group Commander on enlisted promotions and performance reports.
 - Maintain a robust quarterly and annual recognition program.

APPLICATION PROCEDURES:

- Interested members will submit:
 - - Letter of Intent
 - - Resume (Military and/or Civilian)
 - - Official Biography
 - - AFFMS (Air Force Fitness Management System) printout
 - - vMPF RIP (record review – ALL pages)
 - - NOTE: Reference Letters are NOT required. If provided, limit to no more than (2).
- The Wing Command Chief Master Sergeant (CCM) and Force Support Squadron (FSS) will confirm the qualifications of all applicants.
- The 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 Shaune Peters 302-323-3370.

MAIL, E-MAIL, OR HAND DELIVER APPLICATION TO (by COB on 15 Jun 2016):

166 AW/CCM/CMSgt Peters
2600 Spruance Drive – Bldg 2600
New Castle, DE 19720

jeri.s.peters.mil@mail.mil

Incomplete and/or applications received AFTER COB 15 Jun 2016 will not be considered.

DISTRIBUTION:

- 1 - 166 AW Commanders
- 1 - 166 AW Chiefs