



VIRGINIA AIR NATIONAL GUARD STATEWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 20-02-06 **POSITION TITLE:** Mission Support Group Superintendent

GRADE: SMSgt/E-8 (promotable to E-9) NTE CMSgt/E-9 **AFSC:** 9G100

LOCATION: Joint Base Langley-Eustis, VA **UNIT:** 192d Mission Support Group

OPENING DATE: 21 February 2020 **CLOSING DATE:** 22 March 2020

WHO MAY APPLY:

Open to all AGR/Military Technician/Traditional Airmen in grades SMSgt/E-8 NTE CMSgt/E-9, who are members of the Virginia Air National Guard (STATEWIDE). **Open to any AFSC. SMSgt/E-8 and CMSgt/E-9 grade contingent on control grade availability.**

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW ANGI 36-101 Chapter 5, AFI 36-2905, AFI 48-123.

BRIEF DESCRIPTION OF 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 superintendents, squadron career enlisted managers and First Sergeants to oversee the readiness, training, health, morale, welfare and quality of life of assigned personnel. Additionally, the MSG Superintendent will: 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. Must be an active member of the CAT, senior staff meetings, CAIB, IDS and other senior leader forums within the organization. Regularly visit enlisted Airmen in the group. Monitor the group's status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions, promotion withholds and on-going investigations 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. Interact with sister service counterparts as required. Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements. 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. Group superintendents provide leadership, management, and guidance in organizing, equipping, training, and mobilizing the group to meet home station

and expeditionary mission requirements. Group superintendents work closely with their commander and command chief master sergeant to prepare the enlisted force to best execute mission requirements. They manage and direct resource activities as well as interpret and enforce policies and applicable directives. They also establish control procedures to meet mission goals and standards. Additionally, they recommend or initiate actions to improve organizational effectiveness and efficiency as well as ensure the management of personnel and resources are consistent with current practices and procedures in support of the wing's mission. They resolve issues between subordinate squadrons, other groups, wing staff, and outside agencies as well as perform other duties as directed by the group commander.

SPECIAL INFORMATION

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
4. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 6 months prior to the start date of the AGR tour.
5. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. **Completed** NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position <https://www.ngbpdcc.ngb.army.mil/ngbforms/>
2. Current Report of Individual Personnel (RIP)/Records Review, dated within last 30 days/ (Or service equivalent records re-view)
3. Current Individual Fitness Report from the Fitness Management System/(Or service equivalent fitness form)
4. Individual Medical Readiness (IMR) Report (AF Portal)/(Or service equivalent medical report)
5. AF Form 422 Notification of Member's Medical Qualification Status and AF 469 Duty Limiting Condition Report (if currently on restrictions)/(Or service equivalent medical profile)
6. Current Point Credit Accounting Report System (PCARS); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service/(Or service equivalent points report)
7. Branch specific documents authorized

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Submit applications directly to 192 SS/FSF-HR, 165 Sweeney Blvd, Suite 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil;

melissa.howard.2@us.af.mil; tunisia.stephens@us.af.mil.

POC FOR ADDITIONAL INFORMATION: MSgt Nichelle Hackney at (804) 236-7713 email: nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.