

**ENLISTED VACANCY ANNOUNCEMENT  
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING  
TEXAS AIR NATIONAL GUARD**

**POSITION:** Group Superintendent

**ANNOUNCEMENT:** 136-16-27

**Position Number:** 0712426

**ISSUE DATE:** 19 Feb 16

**AFSC:** ANY

**CLOSING DATE:** 18 Apr 16

**GRADE:** CMSgt (E-9)

**LOCATION:** 136<sup>th</sup> Mission Support Group  
Carswell Field, Fort Worth, TX

***REMARKS: Tenure for 9G100 will be for a minimum of three year and six years maximum. Only Airman who can serve the minimum tour will be considered by the panel. This is a military job (Traditional Guardsman) announcement only. There is no current Full-Time Technician or AGR advertisement published for this position as of this date***

**HOW TO APPLY:** Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: ([usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in **one single PDF** package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII). Copies of official transcripts will be accepted, if they are required per the announcement. If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the closed out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-136-13-34")

**ITEMS REQUIRED:**

1. E8/E9 MFR Signed by Commander
2. Records Review Rip dated within 60 days of closing date of announcement,
3. Military Biography,
4. Personal letter of intent outlining career goals and objectives,
5. ANG Fitness Test, current and passing
6. Adverse action statement
7. Targeted Resume **IAW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Community Involvement, and Significant Self Improvement
8. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
  - a. #1 & 6 can be obtained by e-mailing [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**PERSONAL INTERVIEWS:** Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

**NOTE:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

**POSITION QUALIFICATIONS**

**A3. 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:

A3.1. Provide general supervision of the organization's enlisted force.

A3.2. Understand AF doctrine and core leadership competencies and communicate these to the force.

A3.3. 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.

A3.4. Represent the commander at various meetings.

A3.5. Are an active member of the CAT, Battle Staff, senior staff meetings, CAIB, IDS and other senior leader forums within the organization. **(T-2)**.

A3.6. Serve as an active participant on advisory councils and boards (base advisory, enlisted advisory council, etc.). **(T-2)**.

A3.7. Regularly visit enlisted Airmen in the group.

A3.8. 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. **(T-1)**.

A3.9. Establish and maintain rapport with Commanders, other CMSgts and senior enlisted personnel.

A3.10. Maintain professional relationships with subordinate Commanders and work in concert in order to accomplish the mission.

A3.11. Interact with sister service counterparts as required.

A3.12. Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements.

A3.13. 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. **(T-2)**.

A3.14. Assist in the professional growth/mentoring of civilian and officer supervisors of enlisted, the organization's CGOs, and new Squadron Commanders, as required.

A3.15. Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruiters' efforts and dormitory management. **(T-3)**.

A3.16. Advise the Group Commander on enlisted promotions and performance reports.

A3.17. Maintain a robust quarterly and annual recognition program. **(T-1)**.

A3.18. Actively lead in the organization's fitness program.

A3.19. Perform other duties as required/directed by their commander.

**E-mail APPLICATIONS TO:** [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**Example Subject Line:** Last Name-Announcement number (i.e. Smith-136-13-02)

**Questions can be e-mailed to:** [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**Example Subject Line:** Question-Announcement number (i.e. Question-136-13-03)