

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 147th RECONNAISSANCE WING
TEXAS AIR NATIONAL GUARD**

POSITION: 0710100 Chief Enlisted Manager (CEM)

ANNOUNCEMENT No: 147-16-25

LOCATION: 147th Reconnaissance Wing
Ellington Joint Reserve Base
Houston, Texas 77034

OPENING DATE: 11 Feb 2016

AFSC: 3D090

GRADE: Promotable SMSgt/E8 to CMSgt/E-9

CLOSING DATE 26 Feb 2016

AREA OF CONSIDERATION: NATIONWIDE.

POSITION SELECTION CONDITIONS: The authorized grade for this position is Promotable SMSgt/E8 to CMSgt/E-9. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for the position. This is a part time/traditional position.

Note: Qualified applicants for the original announcement #147-15-34 will be considered qualified for this current announcement and do not need to reapply.

***** SEE REVERSE FOR SUMMARY OF MINIMUM POSITION *** QUALIFICATIONS**

HOW TO APPLY:

1. Submit a letter of introduction
2. Commander's endorsement memorandum (See link @ TXMF Jobs Air Traditional main page)
3. Military Record of Individual Personnel (RIP) (MILPDS generated)
4. Military Biography – Limited to 2 pages (IAW AFH 33-337, The Tongue and Quill p. 243-245)
5. Targeted Resume (IAW AFH 33-337, The Tongue and Quill p. 247-257)
6. Personal letter of intent outlining career goals and objectives
7. Individual Fitness Assessment History
8. Letters of recommendation may be included

Moving expenses are not approved for this position

PERSONAL INTERVIEWS: Applicants must be available for an interview, in person preferred. 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: The Adjutant General will not look favorably upon personnel who apply and are selected for a position in one geographical area and subsequently request to be transferred to another area because of the commuting distance involved. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, and other non-merit factors.

POSITION QUALIFICATIONS

1. Special Duty Summary.

The Chief Enlisted Manager (CEM) will provide leadership, management, and guidance in organizing, equipping, training, and mobilizing the squadron to meet home station and expeditionary mission requirements.

The CEM will work closely with the commander to manage and direct resource activities as well as interpret and enforce policies and applicable directives. Additionally, they implement and advise on changes to force management policies and programs, develop contingency planning actions, and validate deployment requirements. This position

will also manage system analysis and design, programming, systems operation and maintenance, resource management and security management. Directs activities for installing, maintaining, repairing, overhauling, deploying, and modifying cyberspace systems and equipment platforms to include: voice, data, video client devices and network infrastructure systems, ground radio, intrusion detection, microwave, and cryptographic. In addition, manages and directs network warfare operations in garrison and a deployed location by performing duties to develop, sustain, and enhance network and electromagnetic capabilities to defend national interests from attack and to create effects in the cyberspace domain to achieve national objectives. Ensures personnel are trained, equipped, and available, and available to perform the assigned mission.

2. Duties and Responsibilities.

2.1. Plans and organizes operations and maintenance activities. Plan and supervises system installation, and evaluates facilities. Evaluates performance standards. Designs and develops organizational structures, and determines equipment, training, and supplies required for systems implementation and support. Executes operational plans to ensure positive control of assigned forces.

2.2. Directs activities responsible for system analysis and design, programming, operations and maintenance, security systems management, technical support, plans, implementation, and resource management. Implement and interprets policies, directives, and procedures.

2.3. Inspects and evaluates overall Communication Flight compliance with directives. Evaluates, rates, and prepares reports. Recommends and implement corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, and system scheduling, processing, and maintenance.

2.4. Plans, programs, and develops budget inputs to ensure resource availability for operational requirements.

2.5. Manages plans, implementation, and development functions. Helps functional areas define requirements. Supervises functional area requirements translation into automated systems capabilities. Organizes and participates in mission implementation and conversion. Ensures continued interface between functional users, programming, and operations personnel for implemented systems. Ensures compliance with standard for systems documentation.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: techniques and procedures of systems analysis and design; communication-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; the communications and computer elements of a typical air base; and interpretation of wiring and logic diagrams, blueprints, and technical orders

3.2. Education. Associates Degree

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3D090/3D190 is mandatory. Also experience is mandatory in directing functions such as systems analysis, design, software, teleprocessing systems operations and maintenance, cyber security, or resource management.

3.5. Other. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3D000/3D1000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

4. Remarks:

4.1. 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.

4.2. Trainees will not be accepted.

All questions regarding this announcement should be directed to Lt Col William J. Lewis at commercial (281) 929-2617 or DSN 454-2617

SUBMIT APPLICATIONS TO: 147 RW/FSMD
MSgt Lisa M. Allen
14657 Sneider St.
Houston TX, 77034-5886