
Air National Guard (ANG) Military Vacancy Announcement (MVA)

(Must be a current ANG member only)

**Change 1*

2011-230C1

A4 SUPERINTENDENT

CMSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 17 Oct 2011 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4 year Statutory Tour at **NGB/A4 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **2AX00/2F000/2G000/2R000/2S000/2TX00/2WX00**. **Must have or be able to obtain Top Secret Clearance**. Duties and Responsibilities: Serves as the Superintendent to the A4 Directorate for all issues pertaining to management of Enlisted Staff requirements, ancillary training and logistics skills sustainment for those assigned to A4 Directorate. Should be experienced skilled maintainer/logistician. Works closely with and represents the ANG to Headquarters Air Force (HAF) other MAJCOMS on maintenance/logistics issues. Duties require incumbent to interact with Commander, Air National Guard Readiness Center, Director of Staff, and Director. CMSgt grade is required to discharge, fully and effectively, the responsibilities of the position. Many duties will require incumbent to interact with the Command, ANGRC, Director of Staff, Air National Guard (06), 2 Letter Directors (06), Statutory CMSgts and other Active Duty and Reserve Component Senior E-9s. This position requires a TOP SECRET security clearance. Supervisory and management qualities are required. A thorough knowledge of NGB Air Directorate policies, operating procedures and organizational structure is required. Highly desired to be adaptable to non-routine situations and adjust easily to last minute changes to tasking while maintaining a good working attitude and relationship with co-workers and superiors. Should be thoroughly knowledgeable of Air Staff and Reserve component command structure, rank and precedence, customs and courtesies. Highly desired be familiar with AFIs, OIs and HOIs pertaining to AF and NGB operations. The workload of this position requires the individual to devote a minimum of 160 hours per month in the performance of these duties. Task accomplishment during other than normal duty hours, to include evenings and weekends, will be performed as required. This position requires TDY's in support of the mission. Develops and executes logistics programs, authorizes resources, and provides policy and guidance for 350 Air National Guard (ANG) units in aircraft maintenance, engineering, munitions, supply, transportation, and logistics plans. Directs planning, programming, budgeting, and allocating of ANG resources. Manages over 1,300 aircraft, 90 supply accounts, 18,500 vehicles, and an annual budget exceeding 2.1 billion dollars. Oversees, advises, and executes all enlisted staff personnel actions and programs. Maintains and coordinates on all position descriptions and organizational charts. Monitors, advises and resolves all issues pertaining to OPRS/EPRs PIMR, Fitness and training. Develops, briefs, and executes Force Development and Force Management plans for enlisted staff personnel. Mentors and councils all enlisted personnel assigned. Funds certifier for the Defense Travel System. Briefs leadership and develops action plans on all issues and concerns of enlisted staff. Oversees taskings for A4 from CF, A-Staff, Air Staff, etc. Responsible for

workflow management for all A4 Divisions through A4E. In coordination with other Air Force and Reserve policy agencies, develops and implements policy for the A4 Directorate as it pertains to all 21 and 23 series Air Force Instructions and Manuals.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
