# MILITARY VACANCY ANNOUNCEMENT

| ANNOUNCEMENT NUMBER: KF 26-006 | | | |
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| **Open Date:** | 23-Jul-2026 | **Close Date:** | 13-Sep-2026 |
| **Unit:** | 173d Maintenance Group | | |
| **Position Title:** | Senior Enlisted Leader | | |
| **AFSCs:** | 9G100 | | |
| **Grade:** | CMSgt/E-9 | | |
| **Status:** | **Drill-Status Guardsman** | | |
| **Cross-Train:** | Yes | | |

**Who May Apply:**

Current on-board members of the Oregon Air Natonal Guard

**How to Apply:**

Current vMPF Records Review RIP
Copy of current Physical Fitness Assessment with a passing score
Current bio

**Email Packages to:**

tyler.cox@us.af.mil

## DUTIES AND RESPONSIBILITIES

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Advises on selection of candidates for vacancies, development opportunities, details, and reassignments; considers skills and qualifications, mission requirements, and Military Equal Opportunity (MEO) and diversity objectives. Applies MEO principles and requirements to all personnel management actions and decisions; and, ensures fair treatment of all personnel in a manner free of discrimination. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees accountable for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Recommends awards when appropriate and approves within-grade increases. Mediates and resolves employee complaints and refers unresolved

complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects minor disciplinary measures such as, warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employees' developmental needs and provides or arranges for training (formal and onthejob) to maintain and improve job performance. Promulgates self-development. Administers leave program; approves master leave schedules to assure adequate coverage for peak workloads and traditional holiday vacation time. Ensures education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health and safety of all airmen.

2. Advises the group commander on assigned program areas of responsibility. Is a key enlisted leader who operates independently and is essential to mission effectiveness. Serves as the senior enlisted advisor to group leadership and provides support and assistance to the flight, squadron, division, and group. Develops procedures and guidelines to ensure that all airmen are trained, equipped, and provided with required logistical support to attain and maintain operational readiness to meet wartime taskings. Manages, reviews, and audits the Unit Manpower Document (UMD), prepares manpower change requests for the commander's approval; and, updates the Unit Personnel Management Roster (UPMR). Provides oversight on unit reenlistment and extension programs. Advises the group commander on enlisted roles regarding assigned program status, actual or potential problems, resources and changes that may impact mission effectiveness. Acts in a staff advisory role in regards to the development of short and long-range solutions to complex and on-going problems. Initiates or recommends policy, procedural, or program changes to resolve problems. Serves on various military or civic panels, and subcommittees at the state, regional, and national levels.

3. Advises, carries out, and monitors the Group Commander's organizational policies, programs, and standards applicable to the enlisted force. Advises and initiates recommendations in matters pertaining to all airmen. Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of programs within their respective group for all airmen. Places particular emphasis on readiness, morale, welfare, discipline, performance, training, assignment, reassignment, and utilization as they affect the service contributions of all airmen in the accomplishment of federal, state, and local missions. Ensures comprehensive individual and unit indoctrination specific to mission awareness, as well as, prevention and resolution of complex issues affecting all airmen. Identifies group requirements and develops comprehensive staff plans that support goals and objectives applicable to all functional areas within the group. Conducts studies to develop plans and programs designed to develop and maintain high esprit-de-corps and morale among all airmen in accordance with The Enlisted Force Structure.

4. Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards, recognition and promotion programs. Provides guidance to flight, squadron, division, and group level personnel to assure proper dissemination, clarification, and administration of personnel policies. Coordinates with and advises the Group Commander on enlisted nominations for awards and assignment to key enlisted positions. Ensures prompt and appropriate recognition of all airmen. Establishes and monitors professional development of all airmen. Evaluates, oversees, and supports enlisted professional military education and professional development programs. Promotes welfare programs that provide all airmen guidance on qualifications, advancement, benefits, retirement, and provides commanders with recommendations to resolve problems.

5. Serves as the commanders representative at staff meetings and councils and when conducting tours through group areas. Makes frequent contact with all airmen to champion commanders' strategies. Promotes continuous process improvement and innovative efforts that improve cost, quality, or time. Participates in, monitors, and advises the Commander on compliance with AF Fitness Standards and disciplinary actions.

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