



## **\*\*MILITARY VACANCY ANNOUNCEMENT\*\***

**UNIT:** 142 Medical Group  
**TITLE:** 142<sup>nd</sup> Medical Group Chief  
**AFSC:** 4A000  
**POST DATE:**  
**CLOSE OUT DATE:** Open until filled.  
**POSITION GRADE:** E-9  
**STATUS:** Drill Status Guardsmen  
**POC:** Lt Col Rafal Kowalczyk

**K3 24-012**

**Who may apply:** Nationwide

### **Special Duty Summary:**

The group SEL is a key member of the group's leadership team. Group SELs are the commander's key enlisted advisors 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 SELs, squadron career enlisted managers and first sergeants to oversee the readiness, training, health, morale, welfare and quality of life of assigned personnel.

### **Duties and Responsibilities:**

- 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.
- Serve as active members of the Crisis Action Team, senior staff meetings, and other senior leader forums within the organization.
- Serve as an active participant on advisory councils and boards (e.g., base advisory, enlisted advisory council).
- 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 ongoing investigations (i.e., inspector general, security forces, Office of Special Investigations, and commander-directed) as necessary.
- Establish and maintain rapport with commanders, other CMSgts and senior enlisted personnel.
- Maintain professional relationships with squadron commanders and work in concert to accomplish the mission.
- Interact with sister service counterparts as required.
- Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements.
- Evaluate the quality of enlisted leadership, management and supervisory training by visiting, briefing, 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, and junior enlisted councils.

--Assist in the professional growth and mentoring of civilian and officer supervisors of enlisted, the organization's junior officers, and new squadron commanders, as required.

--Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruitment efforts, and dormitory management.

--Advise the group commander on enlisted promotions and performance reports.

--Maintain a robust quarterly and annual recognition program.

--Perform other duties as required and directed by their commander.

**OTHER:**

--Requests for retraining into 4A0X1, Health Services Management, will be fully supported.

**HOW TO APPLY:** Application package will consist of a resume detailing your experience, military and civilian education, recommendation letter from unit commander, a record review RIP (from vMPF) w/in 60 days, Official Air Force Biography and a copy of current Physical Fitness Assessment.

Email Packages to Lt Col Rafal Kowalczyk: [rafal.kowalczyk@us.af.mil](mailto:rafal.kowalczyk@us.af.mil)

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