

## OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

<b>UNIT OF ASSIGNMENT, POINT OF CONTACT AND PHONE NUMBER:</b>  121ARW Rickenbacker ANGB	<b>ANNOUNCEMENT NO:</b> 121-1133
	<b>SELECTING OFFICIAL:</b> Lt Col Timothy Grady
<b>Position Point of Contact (POC):</b>  1st Lt Justin Rainier Justin.Rainier@us.af.mil Phone: DSN: 696-4233    Comm: 614-492-4233	<b>FSS POC:</b>  SrA Autum Speakman Autum.speakman@us.af.mil Phone: DSN 696-3706    Comm: 614-492-3706
<b>POSITION, TITLE, STATUS</b> Contracting Superintendent Drill Status/Traditional Guardsman	<b>NUMBER OF POSITIONS:</b> 1
<b>OPENING DATE:</b> 8 September 2020	<b>CLOSING DATE:</b> 23 October 2020
<b>MIN MILITARY GRADE:</b> MSgt	<b>MAX MILITARY GRADE:</b> SMSgt
<b>MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION:</b> 6C091	
<b>AREA OF CONSIDERATION:</b> Open to current members of the Ohio ANG	
<b>For FSS Use Only: ETP Approval Date:</b> 3 September 2020 <input type="checkbox"/> n/a	

### DUTIES:

Serve as the principal advisor to the OIC for enlisted and other operational matters. The superintendent provides leadership and management in organizing, training, and equipping assigned airmen (drill status, Active Guard Reserve, Title 5 employees and Title 32 dual status technicians). An applicant must have a validated understanding of the basic principles and concepts of the position's required work and experience that prepares the applicant to immediately perform the duties of the position without extensive training.

The applicant must have experiences that included guiding employees on military and/or civilian program tasks. Experienced in conducting employee performance evaluations; mentoring enlisted employees, and federal civilians; managing resources and budgets; and directing assigned work, or leading the employees on program tasks, inspections, exercises, deployments, and/or mobilizations. Experienced in effectively and efficiently planning and scheduling work. Experienced in leading personnel activities that included directing and assigning tasks and projects. Experienced in structuring assignments to create viable procedures that resulted in measured and improved task processes. Experienced in creating and implementing improvements in mentoring programs and strategies, executing training applications and career development that resulted in the employees' increased performance values in quality work, timeliness considerations, and work efficiencies. Experienced in working with the federal civilian equal employment and affirmative action guidelines; and, the Military Equal Opportunity (MEO) and diversity objectives. Skilled in performing and maintaining the Air Force Fitness Standards and disciplinary actions. Experienced in adaptive planning and execution from peacetime through mobilization, contingency operations and demobilization. Experienced and skilled in developing and writing standard operating procedures or other guides, which resulted in improved understandings among airmen and provided dynamic motivation to attain and maintain readiness. Knowledgeable of the enlisted members' rights and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Employer Support of the Guard and Reserve (ESGR). Skilled in managing, analyzing, and overseeing the administrative functions of a unit. Experiences included work that involved measuring, or identifying, or correcting levels of readiness, morale, welfare, discipline, performance, training, assignment, reassignment, and/or utilization as they affected unit missions.

Experienced in identifying and resolving complex issues affecting airmen. Must have experiences in how to execute performance plans and discuss expectations with unit employees. Skilled in developing performance goals in order to mentor, guide, and improve competencies.

Knowledgeable on the position descriptions' classification factors and experienced in writing performance factors from the position descriptions' directed work duties and responsibilities. Skilled in providing mediation between the employees to revolve complaints or concerns. Experienced in managing minor disciplinary measures such as, warnings and reprimands. Competent in writing, designing, formatting, publishing, and presenting specific programs to immediate supervisors, peers, and subordinates. Experienced in the performance management and productivity programs; and experiences included formulating process improvement plans, best practices, and performance techniques. Knowledgeable on labor union negotiations and agreements; and, skilled in completing accession planning and processing. Competent in directing position utilization; writing awards and recognition media; writing evaluations; and conducting and documenting performance reviews. Experienced in managing reenlistments, assignment and reassignment actions; directing education and training policy requirements; and, retraining procedures. Competent in managing the Group's sexual assault prevention and response program. Skilled and experienced in assessing program status, advising senior leaders and commanders. Skilled in career counseling and conducting educational and skill development programs. Skilled in identifying behavioral concerns, assessing culture and environmental concerns, and applying problem solving techniques. Skilled in translating program policies into directives, publications, and training manuals. Skilled in interpreting manpower, personnel, and equipment availability for deployments and readiness training exercises or real world mobilizations.

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**EVALUATION PROCESS:**

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

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**MANDATORY REQUIREMENTS:**

Mandatory Requirements here (Bachelor's degree, DAWIA Level II certification, (NGB) Warranted Contract Specialist .)

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**APPLICATION MUST CONTAIN:**

OHANG Form 2, *Application for E6 and Above Vacancy*

Air Force Fitness Management System (AFFMS) Report with passing score (available via AF Portal)

Individual Medical Readiness (IMR) Report (available via AF Portal from ASIMS)

vMPF RIP

OHANG Form 4, *OHANG Eligibility Checklist for Enlisted Promotions*

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**APPLICATION MAY CONTAIN:**

Cover Letter, Letters of Recommendation or Resume)

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**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

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**APPLICATION SUBMISSION:**

Applications may be submitted to the FSS POC via email at [Autum.speakman@us.af.mil](mailto:Autum.speakman@us.af.mil) or via hard copy to the following mailing address:

**MAILING ADDRESS:**

121ARW, ATTN: SrA Autum Speakman  
7370 Minuteman Way  
Columbus, OH 43217

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APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE

Successful application will be assigned to compatible military position in an appropriate unit of assignment in the Ohio Air National Guard as shown above. If enlisted, this position is being announced in accordance with ANGI 36-2101 OHANG Supplement, 15 February 2016, and is a Traditional Guardsman (part-time) employment opportunity. If officer, this position is being announced in accordance with OHPD-011, *Ohio Air National Guard Officer Assignments Policy*, 24 April 2015, and is a Traditional Guardsman (part-time) employment opportunity.

**All OHANG Forms are available electronically at:**

<https://eissp.ang.af.mil/org/121ARW/GSU/JFHQ-OH/HQregulations/Pages/default.aspx>