

**ALABAMA AIR NATIONAL GUARD NATIONWIDE
VACANCY ANNOUNCEMENT # 21-008**

GRADE: CMSGT (E9)

AFSC: ANY (will become 9E000)

POSITION: Command Chief Master Sergeant

UNIT: 187th Fighter Wing (1C00976388)

LOCATION: Montgomery, AL 36108

OPENING DATE: 18 February 2021

CLOSING DATE: 17 March 2021

AREA OF CONSIDERATION: Open Nationwide to all AGR, Military Technician and Traditional Guardsman. Applicant must have or be able to attain a secret security clearance.

Duty Position Job Description/Criteria:

1. The Wing CCM advises, carries out, and monitors the Wing Commander's organizational policies, programs, and standards applicable to the ANG enlisted force. Wing CCMs are the Wing Commander's key enlisted advocate and advisor on readiness, training, professional development, utilization of the force, operational tempo, standards, conduct and quality of life. The Wing CCM gives advice and initiates recommendations in matters pertaining to all assigned ANG enlisted personnel. Wing CCMs are key enlisted leaders that are essential to mission effectiveness. (10%)
2. Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of all ANG enlisted member programs within their respective wing, with particular emphasis on readiness, morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment, reassignment, and utilization, as they affect the service contributions of wing enlisted personnel to the accomplishment of the federal, state and local missions. Identifies wing requirements and develops comprehensive wing staff plans to support goals and objectives established by the Wing Commander and ANG State Headquarters CCM applicable to all functional areas of within the wing. (10%)
3. Conducts studies to develop plans and programs designed to develop and maintain the high enlisted esprit de corps and morale among wing enlisted Airmen in accordance with Air Force Instruction 36-2618 (The Enlisted Force Structure); ensures comprehensive individual and unit indoctrination and mission awareness; prevention and resolution of complex issues affecting the ANG enlisted corps, and prompt and appropriate recognition of individual ANG enlisted personnel whose service is at a conspicuously high level of visibility. (10%)
4. Provides general supervision of the assigned ANG enlisted forces and is the functional manager for the wing First Sergeants, and the wing Honor Guard program. Understands roles and responsibilities of these programs. Establishes a process for managing and selecting members for these positions when appropriate. Screens applicants for eligibility; provides advice to commanders

with respect to the selection process, guides, mentors, trains, and ensures proper utilization of members assigned to these special duties. Responsible for quality assurance of programs when appropriate. (10%)

5. Directs, advises, and coordinates with ANG NCOs and other wing enlisted organizations, councils, groups, etc., and their representatives. Participates in the resolution of policy, doctrinal and regulatory misunderstandings that could result in adverse effects on wing enlisted personnel. Works to further the intent of the Wing Commander's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall wing mission as it relates to mission requirements of the ANG. Communicates the Wing Commander's policies and programs to the force; active member of State Strategic Planning Team, Combat Action Team, Battle Staff, senior staff meetings, and other senior leader forums. Communicate with all personnel to ensure they understand the Wing Commander's mission, vision and priorities. (10%)

6. Counsels ANG wing enlisted personnel on issues not referred through official military or technician chain of command. Advises the ANG Wing Commander and ANG State command group leadership and staff, as well as other appropriate supervisors, when there are contentions in the force; works with commanders and senior enlisted leaders to resolve conflicts. Analyzes reasons and indicators, and determines best means of improvement and prevention of future conflicts in the enlisted corps. Analyzes new and far reaching policies that impact the ANG Wing enlisted personnel. (10%)

7. Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards and recognition programs. Oversees and executes the Exceptional Promotion Program (EPP) providing opportunities for wing "exceptional" drill status guardsmen promotion opportunities to the rank of Senior Master Sergeant (E-8) and Chief Master Sergeant (E-9) after their seventeenth year of service. Provides guidance to ANG wing staff, group and squadron level personnel to assure proper dissemination, clarification, and administration of awards and promotion policies. Coordinates with and advises the ANG Wing Commander on enlisted nominations for Wing, Group, and Squadron key enlisted positions. Develops programs that will enable all ANG Wing enlisted personnel to utilize promotion possibilities and opportunities to achieve commissioned status. Oversees appropriate military personnel section in the promulgations of programs for ANG enlisted career (includes force development, force management, mentoring, and training). Establishes and monitors professional development of senior NCOs. (5%)

8. Evaluates, oversees, and supports ANG enlisted professional military education, retention efforts, and professional development programs. Analyzes and determines the best course of action in the preparation, inception, and maintenance of recruiting and retention programs. Coordinates with Recruiting and Retention Officers (if assigned as part of the wing), in general recruitment of qualified technicians and AGR enlisted personnel. Oversees all wing enlisted welfare programs that provide advice on qualifications, advancement, benefits, retirement, etc. Presides over enlisted selection boards. Serves as an advisor on Retention Boards for Senior NCOs. Counsels and mentors Senior NCOs about the enhancement and maintenance of their retention and promotion potential. In addition to mentoring the enlisted force, ensure involved in officer mentoring and serve as an advisor when needed during their decision-making process. (5%)

9. Reviews and provides counsel to the Wing and Group Commanders on all inquiries concerning

operations, administration, policy, etc., that affect or are projected to affect enlisted personnel. Identifies and assesses factors impacting morale and wellbeing of the ANG Wing enlisted force and provides their commander with recommendations to resolve problems. (5%)

10. Initiates correspondence to all military, AGR, and technician branches on behalf of wing enlisted Airmen to other federal, state, and local civilian agencies, and appropriate military headquarters, on all matters affecting enlisted personnel and state missions of the ANG. (5%)

11. Performs frequent year-round visits for the purpose of observing, in all military and civilian technician contexts, groups and squadrons within the wing. Observes and evaluates the administration of all programs pertaining to and affecting enlisted personnel and the extent to which they are being executed. Assures enlisted personnel have a full understanding of those instructions, directives, guidance, documents, and policies, etc., pertaining to their service under the overall mission of the wing and specific missions within their units. Monitors and advises the Wing Commander on compliance with Air Force Fitness Standards and disciplinary actions. (5%)

12. Makes recommendations for improvement, expansion, increased ANG Wing enlisted involvement and command utilization, etc., and oversees the development of wing-wide standard operating procedures (SOPs) and other guides that further the understanding among enlisted personnel and provide dynamic motivation for efforts toward attainment of readiness. Develops command enlisted personnel policies in concert with the ANG State Headquarters CCM and the Employer Support of the Guard and Reserve (ESGR) State Coordinator. When directed, represents the Wing Commander at special employer recognition ceremonies held within the wing, to include group and squadron level events. Briefs employers on their obligation under the Uniform Service Employment Reemployment Rights Act (USERRA). (5%)

13. Makes frequent visits to units, facilities, and activities, and advises them to changes/guidance of all processes/directions affecting ANG Wing and the three geographically separated units (GSUs) enlisted personnel. Participates in various ceremonies, formal occasions, etc., as the ANG Wing representative, Senior Enlisted Advisor (SEA). Accompanies and supports the ANG State Headquarters CCM during frequent year round Command Chief Master Sergeants Call to disseminate information, instructions, and guidance from the ATAG to the ANG State Headquarters CCM for the enlisted corps of the wing. Communicates, estimates, and provides the suggestions, concerns, and outlooks of the Senior Enlisted Corps of wing enlisted personnel. Acts as a bridge between the Wing Commanders and senior staff, to include CCMs and geographically separated unit senior enlisted leaders. Serves as an active participant on advisory councils and boards. Liaison to and works closely with the State CCM, HQ NGB CCM, and local community. Interacts with sister service counterparts as required. Coordinates ANG Wing command issues and concerns with the ANG State Headquarters CCM. (5%)

14. Promotes programs that save time, materiel, and funds in which ANG Wing CCM and Senior NCOs can participate. Promotes safety programs concerning all phases of wing training and operations. (5%)

15. Performs other duties as assigned

QUALIFICATION/ELIGIBILITY REQUIREMENTS:

1. Must be a federally recognized member of the Air National Guard of Alabama or willing to become one.
2. Must be able to serve at least 3 years in an active military status prior to: (a) Completing 18-years of active Federal service, or (b) The date of mandatory removal (without any extension under any provision of law or regulation from Ready Reserve status based on age or service as prescribed by current directives).
3. Meet medical and physical standards per the AFECD OCT 17.
4. Applicants must not be entitled to receive Federal military retired or retainer pay, receive Federal civil service annuities, or be eligible for immediate Federal civil service annuities.
5. Individuals who voluntarily resign from the AGR program in lieu of adverse personnel actions are not eligible to reenter the program.
6. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible to enter the AGR program.
7. Individuals who would attain 18 or more years of active military service during their initial tour period of AGR duty are ineligible to enter the AGR program.
8. Individuals involuntarily separated from the AGR program are not eligible to reenter the program.
9. Must be eligible for AGR service IAW ANGI 36-101.
10. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.

GENERAL INFORMATION:

1. Applicants are subject to personal interview upon notification of time and place.
2. Selection and nomination will be made without regard to race, religion, color, national origin, gender, political affiliation, or age.

If interested, forward the following documents with the checklist as the first page:

1. NGB Form 34-1, dated Nov 2013 (AGR Application)
2. AF 422
3. Completed AGR Eligibility Checklist
4. Copy of Current Fitness Test
5. vMPF RIP printout
6. Commander Recommendation
7. Resume

**Mail or hand carry completed application packet to: JFHQ-AL
ATTN: ALJ1-HRO-AGR-M (MSG John D. Kilpatrick)
P.O. Box 3711 Montgomery, AL 36109-0711**