



**DEPARTMENT OF THE AIR FORCE
117TH AIR REFUELING WING (AMC)
SUMPTER SMITH JOINT NATIONAL GUARD BASE
5401 EAST LAKE BLVD BIRMINGHAM AL 35217-3545**

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24-005

OPEN DATE: 15 MARCH 2024

EXPIRATION DATE: 15 APRIL 2024

Open To: STATEWIDE

Number of Positions: 1

Position Title: COMMAND CHIEF MASTER SERGEANT

Position Number: 0110382334

Minimum/Maximum Grade Authorized: CMSGT

Duty AFSC: 9E000

Security Clearance: Top Secret

Unit/Duty Location: 117th Air Refueling Wing

Selecting Official: Colonel Michael Adams

HRO Remote: MSgt Samantha Crotzer (205)714-2686

APPLICATION REQUIREMENTS

1. Signed NGB Form 34-1, <https://www.ngbpd.c.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
3. AF Form 422: Must be signed and verified within 6 months from your Medical Group
4. Air Force Fitness Management System II (AFFMSII) Fitness Report: Must be Current and passing
5. All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

Note: (E8/E9/O4/O5/O6 Only) Promotion and hiring is contingent upon control grade availability

Email completed application packages to:

**JFHQ-AL MDM
ATTN: MSG JIMMY L. ACOFF
ng.al.alarnng.list.j1-air-mdm@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711**

All emailed packages must be in a single PDF

**COMMAND CHIEF MASTER SERGEANT
(Changed 31 Oct 23)**

13.1. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of an individual performing full time as a Command Chief Master Sergeant adviser. The Command Chief Master Sergeant serves as a member of the commander's staff to advise and assist in matters concerning enlisted members of the command or organization. Related DoD Occupational Subgroup: 152100.

13.2. Mandatory Requirements for Entry:

13.2.1. See attachment 4 for entry requirements.

Additional Requirements IAW AFI 36-2109:

2.2.3.5.1. All CCM candidates must possess an associate's degree or higher from a nationally or regionally accredited academic institution. (T-1)

2.2.3.5.2. All CCM Chief Master Sergeant candidates must have previously attended the ANG Chief Master Sergeant Orientation Course (ANG CMSOC). (T-1)

2.4. ANG Assignment Process.

2.4.1. Candidates selected for assignment to a 9E000 position must attend the first available ANG Command Chief Master Sergeant Training Course (CCMSTC) no later than six months from assignment. (T-1) Selectees are authorized to wear the CCM chevron upon receiving a confirmed ANG CCMSTC training line number. (T-1)

2.7.2. ANG. Tenure for CCMs is a minimum of two and a maximum of six years. Tenure up to six years is at the discretion of TAG for state CCM or wing commander for wing CCM. (T-1)

3.1. General CCM Roles and Responsibilities. The CCM is the SEL of the command at wing or higher levels and is a key member of the command's leadership team. A CCM is the commander's key enlisted advocate and advisor on operational effectiveness and the organization, training and equipping of enlisted Airmen. CCMs ensure the commanders' directions and policies are carried out and the Airmen understand and are dedicated to the mission of the command. CCMs are responsible for the professional development and proper utilization of the command's enlisted force. CCMs work in concert with other enlisted leaders such as group SELs and first sergeants to oversee the readiness, training, health, morale, welfare, quality of life and force development of assigned personnel. Additionally, CCMs:

3.1.1. Provide general supervision of the organization's enlisted force.

3.1.2. Understand AF doctrine and core leadership competencies and communicate these to the force.

3.1.3. 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.

3.1.4. Represent the commander at various meetings.

3.1.5. Serve as active members of the crisis action team, senior staff, community action information board, integrated delivery system and other senior leader forums within the organization (RegAF only).

3.1.6. Serve as an active participant on appropriate advisory boards (e.g., base advisory, enlisted advisory council).

3.1.7. Regularly visit Airmen to include traveling to geographically separated subordinate units and elements.

3.1.8. Monitor the command's status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions, promotion withholdings and ongoing investigations (i.e., inspector general, security forces, Office of Special Investigations and commander-directed) as necessary.

3.1.9. Establish and maintain rapport with commanders, other CCMs and senior enlisted personnel.

3.1.10. Maintain professional relationships with subordinate commanders and work in concert with them in order to accomplish the mission.

3.1.11. Interact with sister service counterparts.

3.1.12. Serve as a liaison to, and work closely with, the local community.

3.1.13. Ensure the enlisted force is trained, equipped and ready to meet deployment requirements.

3.1.14. Evaluate the quality of enlisted leadership, management, and supervisory training by visiting, briefing, and attending panels for professional military education facilities, first term AFI36-2109 5 JANUARY 2021 17airmen centers, professional enhancement programs (enlisted, civilian and officer), professional organizations, career assistance advisors, and junior enlisted councils.

3.1.15. Review the curriculum and effectiveness of enlisted developmental programs.

3.1.16. Coordinate on communications impacting the enlisted force or base community.

3.1.17. 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.

3.1.18. Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruiters' efforts, dormitory management and the base honor guard.

3.1.19. Serve on the Enlisted Force Distribution Panel. Advise the senior rater on aggregate force distribution for enlisted promotion recommendations and performance reports. Assist and advise in selection and nomination of enlisted Airmen for greater responsibility, to include the developmental special duty nomination process (RegAF only).

3.1.20. Manage the organization's Stripes for Exceptional Performers (STEP) and SrA below the-zone promotion programs (RegAF). Each state command chief or equivalent will develop a STEP II promotion program competitive selection process that is executable and accountable. (T-2)

- 3.1.21. Maintain a comprehensive quarterly and annual recognition program including the 12 Outstanding Airmen of the Year selection process, on behalf of the commander.
- 3.1.22. Actively lead in the organization's fitness program.
- 3.1.23. Perform other duties as required and directed by their commander.
- 3.1.24. Be familiar with and have input into air expeditionary force unit type code availability coding procedures, particularly enlisted coded billets and base air expeditionary force posturing criteria.
- 3.2. Wing CCMs. In addition to the general responsibilities of all CCMs, wing-level CCMs:
 - 3.2.1. Coordinate quality of life and enlisted force issues with NAF, MAJCOM, and Air Force Personnel Center representatives.
 - 3.2.2. Meet regularly with, mentor, and assist in the development of group SELs and serve as the base-level functional area manager for group SELs and all assigned CMSgts.
 - 3.2.3. Oversee and advise the wing commander concerning enlisted promotions, inductions, recognition programs, Community College of the Air Force graduations, awards, and decorations. The CCM should compile information as appropriate for tracking purposes.
 - 3.2.4. Familiarize themselves with AFI 36-2113, The First Sergeant. Serve as their respective wing functional manager for first sergeants, to include oversight of their wing first sergeant special duty nomination process; if serving as a tenant unit CCM, work with the host wing CCM (installation functional manager) concerning all first sergeants assigned to their respective wing and geographically separated units; attend first sergeant council meetings.
 - 3.2.5. Advise the wing commander on quality-of-life issues and concerns of the enlisted force.
 - 3.2.6. In addition to the general responsibilities for all wing CCMs, ANG wing CCMs:18 AFI36-2109 5 JANUARY 2021
 - 3.2.6.1. Maintain liaison with the wing commander, wing staff, and state CCM.
 - 3.2.6.2. Advise and assist in the wing human resource advisor selection process.
 - 3.2.6.3. Understand and participate in the wing force management plan concerning enlisted members.
 - 3.2.6.4. Advise the wing commander concerning awards, decorations, and recognition programs. The CCM should compile information quarterly for tracking purposes.
 - 3.2.6.5. Meet quarterly with ANG wing Directors of Psychological Health, chaplains, and Airman and Family Readiness program manager.
 - 3.2.6.6. Work closely with wing recruiting and retention offices.
 - 3.2.6.7. Work with the force support squadron to provide oversight of the ANG Airman Accession Management Program.
 - 3.2.6.8. Forward all concerns to state, territory, District of Columbia, and to the ANG CCM as appropriate. (T-1)