

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

02 Oct 2019

Application Closing Date:

25 OCT 2019

Position Number

FY 20-001

Duty Position:

Command Chief

Grade Min. / Max.:

SMSgt (E8) Promotable CMSgt (E9)

Duty AFSC:

9E000

Duty Location:

HQ 154 WG
360 Mamala Bay Drive
Bldg 3400
JBPHH, HI 96853

Selecting Official: Col Dann Carlson

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

1st Area of consideration: Open to CMSgt (E9) within the Hawaii Air National Guard.

2nd Area of consideration: Open to SMSgt (E8) promotable to CMSgt (E9) within the Hawaii Air National Guard.

Restrictions:

- 1. Promotion-eligible SMSgts will only be considered on a case-by-case basis (T-2) and only when all options have been exhausted. Selection of a promotion-eligible SMSgt to serve as a CCM will require a waiver request memorandum outlining the justification for the SMSgt to serve in the capacity of 9E000 (T-2) and the requesting organization's force management and development plan. The waiver request memorandum is required from the member's senior rating Officer through NGB/SELMO to ANG/CCM. SMSgts must be promoted to CMSgt prior to assuming duties as a CCM.**
- 2. - All candidates for CCM positions must possess an Associate's degree or higher from a nationally or regionally accredited academic institution.**
- 3. All candidates for CCM positions must have previously attended the ANG CMSgt Orientation Course (ANG CMSOC) if a current CMSgt. If a candidate is a SMSgt, they must attend ANG CMSOC within six months of assignment, with an approved waiver for assignment to the 9E000 position.**
- 4. Must have a physical appearance and military image in all uniform combinations that meets the highest standards expected only of the most dedicated professional CMSgt. (T-1).**
- 5. Must meet AF standards of good physical health and demonstrated consistent fitness levels at or above the minimum standard. (T-1).**
- 6. Initial selection: CMSgts must have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months. (T-1).**
- 7. Must have the ability to speak clearly and distinctly. (T-1).**

8. Must be world-wide qualified (both deployment and assignment) and not have a permanent ALC "C3". (T-1).

Qualifications, Duties and Responsibilities:

Reference ANGGM2018-01 and AFI 36-2109

The CCM is the senior enlisted leader of the command at Wing or higher levels and is a key member of the command's leadership team. CCMs are the commander's key enlisted advocate and advisor on operational effectiveness and the organization, training and equipping of enlisted Airmen. CCMs ensure the commander's 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 Superintendents and First Sergeants to oversee the readiness, training, health, morale, welfare and quality of life of assigned personnel. Additionally, they:

- 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.
- Are an active member on the Commanders Action Team, senior staff meetings, Community Action Information Board (CAIB), Integrated Delivery System (IDS) and other senior leader forums within the organization. (T-2).
- Serve as an active participant on appropriate advisory boards (base advisory, enlisted advisory council, DECA, etc.). (T-2).
- Regularly visit Airmen to include traveling to geographically separate subordinate units/elements. (T-2).
- Monitor the command's status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions (discharges, PRP, courts martial, etc.), promotion withholds and on-going investigations (i.e., IG, SF, AFSOI and CC-directed) as necessary. (T-1).
- Establish and maintain rapport with Commanders, other CCMs and senior enlisted personnel.
- Maintain professional relationships with subordinate Commanders and work in concert in order to accomplish the mission.
- Interact with sister service counterparts.
- Serve as a liaison to, and work closely with, the local community.
- Ensure the enlisted force is trained, equipped and ready to meet deployment requirements.
- Evaluate the quality of enlisted leadership, management and supervisory training by visiting, briefing at 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, junior enlisted councils, etc. Additionally, they will review the curriculum and effectiveness of enlisted developmental programs. (T-2).
- Coordinate on all communications impacting the enlisted force or base community. (T-1).
- Assist in the professional growth and mentoring of civilian and officer supervisors of enlisted, the organization's CGOs and new Squadron Commanders, as required. (T-3).
- Evaluate, oversee and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruiters' efforts, dormitory management and the base Honor Guard. (T-3).
- Manage the organization's Stripes for Exceptional Performers and SrA Below-the-zone promotion programs. (T-2).
- Maintain a comprehensive quarterly and annual recognition program including the 12 Outstanding Airmen of the Year selection process. (T-1).
- Actively lead in the organization's fitness program.
- Perform other duties as required/directed by their commander.
- CCMs will be familiar with and have input into AEF – UTC Availability coding procedures, particularly enlisted coded billets and base AEF posturing criteria. (T-1).

Responsibilities of Wing CCMs. In addition to the general responsibilities of all CCMs, Wing-level CCMs will also:

- Coordinate quality of life and enlisted force issues with NAF, MAJCOM and AFPC representatives. (T-1).
- Meet regularly with, mentor and assist in the development of Group Superintendents and serve as the base-level Functional Area Manager (FAM) for Group Superintendents. (T-2).
- Oversee and advise the Wing Commander concerning enlisted promotions, inductions, recognition programs, CCAF graduations, awards, decorations, etc. (T-1). The CCM should compile information on a quarterly basis for tracking purposes.
- Be thoroughly familiar with AFI 36-2113/The First Sergeant. (T-1). Serves as their respective Wing FAM for First Sergeants, to include oversight of their Wing First Sergeant special duty nomination process; works with the host Wing CCM (installation FAM) concerning all First Sergeants assigned to their respective Wing and geographically separated units; will attend First Sergeant Council meetings. (T-1).
- Advise the Wing Commander on quality-of-life issues and concerns of the enlisted force. (T-2)

In addition to the general responsibilities for all Wing CCMs, ANG Wing CCMs will:

- Maintain liaison with the Wing Commander, Wing Staff, and State CCM. (T-2)
- Advise and assist in the Wing Human Resource Advisor selection process. (T-2)
- Understand and participate in the Wing force management plan concerning enlisted members. (T-2)
- Advise the Wing Commander concerning awards, decorations, and recognition programs. The CCM should compile information on a quarterly basis for tracking purposes. (T-1).
- Meet quarterly with ANG Wing Directors of Psychological health, Chaplains, and Airman Family Readiness Program Manager. (T-2)
- Work closely with Wing Recruiting and Retention Offices. (T-2)
- Work with Force Support Squadron to provide oversight of ANG Airman Accession Management Program (AMP). (T-1).
- Forward all concerns and issues to state, territory, District of Columbia, and to ANG CCM as appropriate. (T-1).

Responsibilities of Tenant Unit CCMs. If more than one CCM is assigned to an installation, the tenant unit CCMs will:

- Communicate unique mission support requirements or unit capabilities to host Wing CCM. (T-1).
- Inform host Wing CCM of quality of life issues and coordinate with host Wing CCM for resolution. (T-1).
- Coordinate with host Wing CCM on dormitory integrity and management issues. (T-1).
- Support base readiness pools. (T-1).
- Coordinate with host Wing CCM to integrate tenant organization's recognition program into base-level program, as required. (T-1).
- Inform host Wing CCM of distinguished visitor visits and share distinguished visitor opportunities with host Wing. (T-1).
- Coordinate with host Wing CCM on First Sergeant issues and will attend First Sergeant Council meetings IAW AFI 36-2113. (T-1).

Responsibilities of Joint Base CCMs where the AF is not the lead component. If assigned to a joint installation, the tenant Wing CCM will:

- Become familiar with the supporting service component's rank structure, military customs and traditions. (T-1).
- Complete or have completed the SNCO Joint PME course within 120 days of assignment as CCM. (T-1).
- Be familiar with Joint Base regulations, instructions and directives. (T-1).
- Monitor, coordinate, and deconflict differing service policies and regulations (administrative and operational). (T-1).
- Establish communication and regularly meet with supporting service component Senior Enlisted Leaders. (T-1).
- Communicate unique mission support requirements or unit capabilities to Joint Base SELs. (T-1).
- Inform Joint Base SEL of quality of life issues and coordinate with Joint Base SELs for resolution. (T-1).
- Participate in Joint councils addressing QoL for AF service members. (T-1).

- Be a spokesperson for the AF and help educate the supporting service component on AF customs, traditions, and unique mission requirements. (T-1).
- Coordinate as "Host Wing CCM" for hiring Joint Base special duty positions (i.e., Dorm Leaders, etc.). (T-1).
- Manage the base-level AF enlisted recognition program and coordinate with tenant units on feeder program requirements. (T-1).
- Serves as FAM for Air Force First Sergeants, to include oversight of the First Sergeant special duty nomination process and the Air Force First Sergeant Council. Will attend First Sergeant Council meetings IAW AFI 36-2113/The First Sergeant. (T-1). Must be thoroughly familiar with AFI 36-2113/The First Sergeant. (T-1).
- Coordinate AF distinguished visitor visits with tenant CCMs/units and Joint Base SELs when appropriate. (T-2).
- Manage AF-specific base enlisted events (PME graduations, promotion celebrations, etc.). (T-1).
- Coordinate with joint base Senior Enlisted Leaders on dormitory integrity and management issues. (T-1).

Classification Directory AFECD & AFOCD - (accessed from a .mil computer)

<https://mypers.af.mil/app/categories/c/1363/p/13>

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.

***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

34-1: <https://www.ngbpdc.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>

*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **** Application must be signed ****

2. Current & complete Report on Individual Personnel (RIP) printout from virtual MPF
3. Most recent copy of current passing fitness assessment
4. Official AF Biography.
5. Letter of Intent.
6. Commander's Approval Letter.
7. Last 2 EPR's
8. Resume
9. Letter of Recommendations

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil

Applications must submit through a DOD government computer and any applications received after 24:00 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.

