STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

http://www.wv.ngb.army.mil/jobs/

Announcement Number: 16-93	**Opening Date:** 12 October 2016 **Closed Date:** 11 November 2016

DUTY LOCATION: 130th AW, Charleston, WV 25311

UNIT OF ASSIGNMENT: 130th AW, Charleston, WV 25311

FULL TIME SUPPORT POSITION: Wing Command Chief Master Sergeant

MILITARY DUTY TITLE: Wing Command Chief Master Sergeant

GRADE AUTHORIZED: E-9	**AFSC:9E00**

AREA OF CONSIDERATION: Nationwide

Required :
- 3 yr Assignment with possible extension at commander's discretion up to 3 additional years (Max. 6 yrs total)

- CCAF degree or civilian equivalent, highly desirable; Must be a graduate of either Chief's Executive Course or Chief's Leadership Course

- Up to Top 10% of applicants to receive interview, once all packages have been screened

- Full-time technician, AGR's and DSG may apply for this position

****THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES****

Duties include but are not limited to: The Wing Command Chief Master Sergeant (CCM) advises, carries out, and monitors NGB, TAG, AAG-Air, Wing Commander and organizational policies, programs, and standards applicable to the enlisted force. The CCM is 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 CCM gives advice and initiates recommendations in matters

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pertaining to all assigned enlisted personnel. CCMs are key enlisted leaders that are essential to mission effectiveness.

Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of all Air National Guard (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 State Command Chief applicable to all functional areas of within the wing.

Conducts studies to develop plans and programs designed to develop and maintain the high standards of 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 enlisted corps, and prompt and appropriate recognition of individual enlisted personnel whose service is at a conspicuously high level of visibility.

Provides general supervision of the assigned enlisted forces and is the functional manager for the wing First Sergeants. 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 guidance to commanders in respect to the selection processes, guides, mentors, trains, and ensures proper utilization of members assigned to these special duties. Responsible for quality assurance of programs when appropriate.

Directs, advises and coordinates with non-commissioned officers (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

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awareness, career dedication and upward mobility in the context of the overall wing mission as it relates to mission accomplishment

Counsels' wing enlisted personnel on issues not referred through official military or technician channels. Advises the Wing Commander and 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 enlisted personnel.

Develops, participates, and provides guidance in planning, publicizing and administering enlisted awards and recognition programs. Oversees and executes the Stripes for Exceptional Performers (STEP) program, providing opportunities for "exceptional" guardsmen promotion opportunities to the rank of Technical Sergeant (E-6) to Chief Master Sergeant (E-9). Provides guidance to wing staff, group and squadron level personnel to assure proper dissemination, clarification, and administration of awards and promotion policies. Coordinates with and advises wing commander on enlisted nominations for Wing, Group, and Squadron key enlisted positions. Furthers and develops programs that will enable all enlisted personnel to utilize promotion possibilities and opportunities to achieve commissioned status. Oversees appropriate military personnel section in the promulgations of programs for enlisted career (includes force development, force management, mentoring, and training). Assists in professional growth/mentoring of officer supervisors of enlisted Airmen, which includes company grade officers (CGOs), and new squadron commanders, as required. Establishes and monitors professional development of senior NCOs.

Evaluates, oversees, and supports 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 and mentors 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. Resides as president of enlisted selection boards.

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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 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 well-being of the enlisted force and provides their commanders with recommendations to resolve problems. 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 National Guard.

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 regulations, directives, guidance, documents, and policies, etc., pertaining to their service under the overall mission of the wing, National Guard, and specific missions within their units. Monitors and advises the commander on compliance with Air Force Fitness Standards and disciplinary actions.

Makes recommendations for improvement, expansion, increased 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 State Command Chief and the Employer Support of the Guard and Reserve (ESGR) state coordinator. 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).

Makes frequent visits to units, facilities, and activities, and advises them to changes/guidance of all processes/direction affecting wing enlisted personnel. Participates in various ceremonies, formal occasions, etc., as the wing representative, senior enlisted advisor (SEA).

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Accompanies and supports the State Command Chief during frequent year-round Command Chief Master Sergeants Calls to disseminate information, instructions, and guidance from the Adjutant General to the State Command Chief 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 commander and senior staff, to include Chief Master Sergeants and geographically separated unit senior enlisted leaders. Serves as an active participant on advisory councils and boards. Liaison to and works closely with the local community. Interacts with sister service counterparts as required. Coordinates command issues and concerns with the State Command Chief.

Promotes programs that save time, materiel, and funds in which wing Chief Master Sergeants and Senior NCOs can participate. Promotes safety programs concerning all phases of wing training and operations.

All applicants are encouraged to read and understand the contents of ANGI 36-2109, The ANG Command Chief Master Sergeant Program.

Questions regarding this announcement may be directed to the 130 AW /CCE, Maj Ryan Harrah, at (304) 341-6633

Air Requirements:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
(2) NGB Form 34-1 dated 5 November 2010 located on our HRO website at http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1(2).pdf under FORMS **(Application Must Be Signed and dated.)** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
Find the form at: http://www.wv.ngb.army.mil/jobs/
(3) Copy 4 **(Member Copy)** of all previously issued DD 214s.
(4) Point Credit Summary from VMPF. http://w11.afpc.randolph.af.mil/vs/

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(5) Weight verification within the last 30 days by Medical Squadron personnel.
(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.
(7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).
(8) Must submit last three Enlisted Performance Reports (AGR Members Only).
(9) MPA Tour Orders (if applicable).
(10) Updated Record of Individual Personnel (RIP)

Note: Fulltime personnel submitting a nomination package please note paragraph 2.3, ANGI 36-2101, Assignments within the Air National Guard will be followed.

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

HOW TO APPLY: Application may be scanned to one file and emailed to **NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL**OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

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Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

For A.KAY PAHL
Civ, GS, WVNG
Human Resource Officer

AIR NATIONAL GUARD