

AMENDMENT

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 149th FIGHTER WING
TEXAS AIR NATIONAL GUARD**

POSITION: Command Chief

ANNOUNCEMENT #: 149-17-017

AFSC: 9E000

ISSUE DATE: 8-NOV-2016

LOCATION: 149TH FW
JBSA-Lackland AFB, TX 78236

CLOSING DATE: 2-DEC-2016

GRADE REQUIREMENTS: CMSgt/E9

AREA OF CONSIDERATION: STATEWIDE

TRAINEES: N/A

TRAINING REQUIREMENTS: NONE

MANDATORY REQUIREMENTS:

PHYSICAL PROFILE					
P	U	L	H	E	S
3	3	3	3	3	3

Applicant must have been awarded their CCAF degree to apply.

*This military announcement has a concurrent full-time Technician and AGR announcement:
<http://txmf.us/career-opportunities> (If applicable)*

*****SEE REVERSE FOR SUMMARY OF MINIMUM POSITION QUALIFICATIONS*****

HOW TO APPLY: Submit a completed AF Form 1288 (Application for Reserve Assignment), records review rip, military biography IAW AFH 33-337, targeted resume IAW AFH 33-337, personal letter of intent IAW AFH 33-337 outlining career goals and objectives, AF Form 422, ANG Fitness Assessment score sheet, adverse action statement, Letter of Recommendation from your supervisor and if you **are not** assigned to the 149 FW, you must also include a Letter of Recommendation from your unit commander.

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

AMENDMENT

DUTIES AND RESPONSIBILITIES - 9E000

9E000, Command Chief Master Sergeant. 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:

The CCM is the senior enlisted leader of the command at Wing level 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:

- 1.1. Provide general supervision of the organization's enlisted force.
- 1.2. Understand AF doctrine and core leadership competencies and communicate these to the force.
- 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.
- 1.4. Represent the commander at various meetings.
- 1.5. 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).
- 1.6. Serve as an active participant on appropriate advisory boards (base advisory, enlisted advisory council, DECA, etc.). (T-2).
- 1.7. Regularly visit Airmen to include traveling to geographically separate subordinate units/elements. (T-2).
- 1.8. 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).
- 1.9. Establish and maintain rapport with Commanders, other CCMs and senior enlisted personnel.
- 1.10. Maintain professional relationships with subordinate Commanders and work in concert in order to accomplish the mission.
- 1.11. Interact with sister service counterparts.
- 1.12. Serve as a liaison to, and work closely with, the local community.
- 1.13. Ensure the enlisted force is trained, equipped and ready to meet deployment requirements.
- 1.14. 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),

AMENDMENT

professional organizations, career assistance advisors, junior enlisted councils, etc. Additionally, they will review the curriculum and effectiveness of enlisted developmental programs. (T-2).

1.15. Coordinate on all communications impacting the enlisted force or base community. (T-1).

1.16. 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).

1.17. Evaluate, oversee and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruiters' efforts. (T-3).

1.18. Serves on the Enlisted Force Distribution Panel. Advises the senior rater on on enlisted promotion recommendations and performance reports. Assist and advise in the selection and nomination of enlisted Airmen for positions of greater responsibility, to include the Developmental Special Duty nomination process. (T-1).

1.19. Manage the organization's Stripes for Exceptional Performers promotion program. (T-2).

1.20. Supports annual Wing recognition program including the Outstanding Airmen of the Year selection process. (T-1).

1.21. Actively leads in the organization's fitness program.

1.22. Perform other duties as required/directed by their commander.

1.23. 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).

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

2.1. Coordinate quality of life and enlisted force issues with NAF, MAJCOM and AFPC representatives. (T-1).

2.2. Meet regularly with, mentor and assist in the development of Group Superintendents and serve as the Wing-level Functional Area Manager (FAM) for Group Superintendents. (T-2).

2.3. 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.

2.4. 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 all First Sergeants assigned to their respective Wing and geographically separated units; will attend First Sergeant Council meetings. (T-1)

2.5. Advise the Wing Commander on quality-of-life issues and concerns of the enlisted force. (T-2)

2.6. In addition to the general responsibilities for all Wing CCMs, ANG Wing CCMs will: 2.6.1. Maintain liaison with the Wing Commander, Wing Staff, and State CCM. (T-2) 2.6.2. Advise and assist in the Wing Human Resource Advisor selection process. (T-2) 2.6.3. Understand and participate in the Wing force management plan concerning enlisted members. (T-2) 2.6.4. Advise the Wing Commander concerning awards, decorations, and recognition programs. The CCM should compile information on a quarterly basis for tracking purposes. (T-1).

AMENDMENT

2.6.5. Meet quarterly with ANG Wing Directors of Psychological health, Chaplains, and Airman Family Readiness Program Manager. (T-2)

2.6.6. Work closely with Wing Recruiting and Retention Offices. (T-2)

2.6.7. Work with Force Support Squadron to provide oversight of ANG Airman Accession Management Program (AMP). (T-1).

2.6.8. Forward all concerns and issues to state, territory, District of Columbia, and to ANG CCM as appropriate. (T-1).

Remarks.

This announcement has a concurrent Full Time Technician and AGR advertisement. AGR members only need to apply for the AGR announcement.

All questions regarding this announcement should be directed to MSgt Adela Zertuche at commercial (210) 925-6996 or DSN: 945-6996.

SUBMIT APPLICATIONS TO: 149 FSS/FSMPM
ATTN: MSGT ADELA ZERTUCHE
107 Hensley St., Ste 2
San Antonio, TX 78236-0103

NOTE: ALL HARDCOPY APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS, 1600 HOURS, ON THE CLOSE OUT DATE. APPLICATIONS WILL NOT BE TAKEN ELECTRONICALLY. THOSE THAT DO NOT MAKE THE DEADLINE WILL NOT BE CONSIDERED AND RETURNED WITHOUT ACTION.