

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 24-04
Position Title:	Wing Command Chief Master Sergeant
Date of Announcement:	05 January 2024
Closing Date:	04 March 2024
Duty Location & Unit:	158 th Fighter Wing, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	CMSgt/E9; 9E000
Period of Tour:	Initial Tour three years
Selecting Official:	Col Daniel Finnegan; 802-660-5223; daniel.finnegan@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	All Members within the Vermont Air National Guard Only. This is Also Being Advertised as a Technician Announcement VT-12265513-AF-24-02
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number # 1131064, Rank/Military Grade: CMSgt/E9; AFSC 9E000.
- Applicants must be a current CMSgt/E9 to be eligible to apply.
- Applicants must possess an associate degree or higher from a nationally or regionally accredited academic institution.
- Applicants must have previously attended the ANG Chief Master Sergeant Orientation Course (ANG CMSOC). (Please attach a certificate of completion to application under Other Documents for qualification).
- Applicant must be experienced and well broadened, experience as a Group Senior Enlisted Leader is desired but not required.
- Applicant 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 to position.

- Mandatory requirements for Entry: P3, U3, L3, H3, E3 and S3 is required and must be eligible for worldwide duty IAW AFI 36-101.
- Must be able to lift 40 lbs.
- **Please refer to current AFECD for any other qualifications, duties and responsibilities.**
- **Start date is TBD, based on availability of resource and controlled grade.**
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

Duties and Responsibilities:

- This position Serves as the Wing Command Chief Master Sergeant (CCM), the Wing Senior Enlisted Leader and key member of the command's leadership team managing all military aspects of full time and traditional enlisted Airmen. 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 superintendents and first sergeants to oversee the readiness, training, health, morale, welfare, quality of life and force development of assigned personnel.
- Advises, carries out and monitors the Wing Commander's organizational policies, programs and standards applicable to the ANG enlisted force. Wing ANG CCMs are the Wing Commanders key enlisted advocate and advisor on all DoD, NGB, state, and unit level enlisted policies regarding readiness, training, professional development, utilization of the force, operations tempo, standards, conduct and quality of life. The ANG Wing CCM provides advice, develops initiatives, policies, programs and recommendations in matters pertaining to all assigned enlisted personnel. ANG Wing CCMs are the key senior leadership advisor and point of contact for all assigned ANG enlisted personnel. Makes frequent visits to units, facilities, and activities, and advises them to changes/guidance of all processes/directions affecting ANG Wing enlisted personnel. 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 local community. Interacts with sister service counterparts as required. Coordinates ANG Wing command issues and concerns with the ANG State Headquarters CCM. (30%)
- Manages, studies, analyzes and oversees the administration, coordination, planning, development, and execution of all Wing level ANG enlisted members programs with particular emphasis on readiness, morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment, administration and utilization, as they affect the service contributions of Wing ANG enlisted personnel to the accomplishment of the state's federal and domestic missions. Identifies Wing requirements and develops comprehensive Wing staff plans to support goals and objectives established by the Wing Commander and State CCM Joint Force Headquarters, in the operations and activities applicable to all functional areas of the Wing ANG enlisted personnel. (25%)
- 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. 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. Reviews and provides counsel to the Wing, Group and Squadron Commanders on all inquiries concerning operations, administration, policy, etc., that impact enlisted personnel. Identifies and assesses factors impacting morale and well-being of the ANG Wing enlisted force and provides the Wing, Group and Squadron Commanders with recommendations to resolve problems. (25%)
- Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards and recognition programs at the wing. Oversees and executes the wing Stripes for Exceptional Performance Promotion Program (STEP II). 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 developmental and advancement opportunities. Advises and assists the 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 enlisted members. At the Wing level 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. (20%)

- **Performs other related duties as assigned.**

Competencies: Interpersonal Skills, Stress Management, Leadership, Oral Communication

Instructions for Applying:

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - [Air AGR Manager Home Page link \(Home Page\)](#).

- Applications without all required supporting documents as stated on the checklist will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil**

Submit Applications as one single PDF (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil

<p><u>Equal Employment Opportunity:</u> The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.</p>

TITLE 32 AGR APPLICATION CHECKLIST

******INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. _____ Letter of Recommendation(s) (If Applicable) (Not required)
7. _____ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, etc.) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

----- INSTRUCTIONS FOR APPLYING

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)) as one single PDF (portfolios will not be accepted).

- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- If you are having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil

Submit Applications (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil