

AMENDMENT

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	15-017
Date of announcement:	9 January 2015
Closing Date:	23 January 2015 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	2 May 2015
Position Description & #:	Command Chief Master Sergeant #0704165 Senior Enlisted Leader (Possible)
Duty Location:	Carson City, NV
Unit:	NVANG/STHQ
Area of Consideration:	Statewide* ; Current members of the Nevada Air National Guard
Grade:	Enlisted E-9/CMSgt
AFSC:	ANY AFSC
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Col Garduno (775) 887-7310 / DSN 530-7310 caesar.garduno@ang.af.mil
Selecting Official:	Brig Gen Burks
NOTE: *Statewide means: **AMENDMENTS ARE IN RED** Only current members of the Nevada Air National Guard may apply.	

15-017

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201311, must be complete with original signature (Available on NGB Forms) http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial Current security clearance, JPAS printout- must have NACLIC Top Secret or be eligible to obtain Top Secret. A memo from Security Manager showing clearance will suffice if JPAS printout is not available.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

-Advise the Adjutant General (TAG), Assistant Adjutant General (AAG), and Chief of Staff (COS) on quality-of-life issues and concerns of the enlisted airmen.

-Maintain liaison with TAG, AAG for Air and Army, COS, the State Command Sergeant Major, Director of Staff, and other Joint Force Headquarters (JFHQ) Staff members. Work closely with State Partnership program to foster NCO partnerships with other nations.

-Establish a close rapport with Commanders, Senior Officers, Chief Master Sergeants, Human Resource Advisor (HRA), Human Resource Office (HRO), Military Management Personnel Officer (MPMO), First Sergeants, Recruiting and Retention Superintendent (RRS), Personnel, Training, Education, Finance, Family Readiness, Employer Support of Guard and Reserve (ESGR), professional organizations, and local community.

-Establish effective communications by: unit visits, phone calls, attending commander calls, joining deployments, being involved in official functions, (change of command, unit retirements, promotions and awards ceremonies), and attending special events and social functions.

-Review United States Air Force (USAF), Air National Guard (ANG), State, and Wing policies and recommend changes through the Enlisted Field Advisory Council (EFAC) that affect enlisted personnel.

-Monitor compliance with Air Force uniform appearance, conduct and performance standards, enlisted performance feedback and Air Force Fitness Standards.

-Coordinate with Force Support Squadron (FSS) and NVANG/A1 to review enlisted promotion polices.

-Overall manager of the First Sergeant Program and will ensure that the responsibilities detailed in AFI 36-2113, *The First Sergeant*, are in compliance.

-Coordinate with the FSS to monitor Professional Military Education participation, effectiveness, and impact on Airmen development. This includes promoting in-residence and satellite attendance, timely enrollment and completion, encouraging study groups, and reviewing applications for Senior Non-Commissioned Officer Academy, Stripes for Exceptional Performers Promotion Program (STEP II) packages, ANG Chief's Executive Course, and ANG CCM orientation.

-Assess morale and welfare of the organization through the performance feedback program and reviewing climate surveys. Promote morale and welfare by attending unit functions, enlisted councils, town hall meetings, functional area visits, promoting awards and decorations program, encouraging/promoting mentoring and being visible throughout the organization.

-Provide advice and counsel to Wing Commander, Wing Command Chief Master Sergeant (CCM), and other senior leaders. Act as functional manager of Geographically Separated Units (GSUs) and manage the selection process of GSUs.

-Provide information to the CCM of the ANG concerning personnel training and manpower issues; effectiveness of USAF and ANG programs; and quality-of-life issues having a significant impact on the enlisted force.

-Provide support for GSUs and JFHQs.

-Advise the Wing Commander on selection process of new Wing CCM and guide, train and mentor Wing CCM.

-Forward appropriate communication from NGB to Wing senior leadership, Wing CCM, and GSUs. Forward all concerns and issues to State/Wing senior leadership or NGB as appropriate.

-Manage the ANG Stripes for Exceptional Performers Promotion Program (SMSgt - CMSgt) [STEP II] to include advertising the program, boarding applicants, advising the TAG on the board recommendations, forwarding successful packages to ANG for approval and following program term limits to ensure they are adhered to by the state.

-Understand and participate in the State Force Management plan and Selective Retention process concerning enlisted members.

- Manages, studies, analyzes and oversees the administration, coordination, planning, development, and execution of all 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 ANG enlisted personnel to the accomplishment of the state's federal and domestic missions. Identifies state and federal ANG requirements and develops plans to support goals and objectives established by the DoD, Department of the Air Force and the ANG. Translate NGB, USAF, and the Adjutant General's vision into executable goals and objectives by developing instructions and policies for the ANG state enlisted forces. Provides input and recommendations to the Chief of Staff (CoS) and ATAG in the operations and activities applicable to all functional areas of the State ANG enlisted personnel.

- Conducts studies to develop plans and programs designed to develop and maintain high enlisted esprit de corps and morale in all elements of the ANG 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 ranks and prompt and appropriate recognition of individual ANG enlisted personnel whose service is at a conspicuously high level of visibility.

- Provides general supervision of the assigned ANG enlisted force and is the functional manager for First Sergeants, ANG Wing Command Chiefs and Chief Master Sergeants, and State Honor Guard ANG programs within the state. Understands the 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 ANG Wing commanders with respect to the selection process. Guides, mentors, trains, and ensures proper utilization of ANG members assigned to these special duties. Responsible for ANG quality assurance of programs when appropriate.
- Directs, advises, and coordinates with ANG NCOs and other ANG enlisted organizations, councils, groups, etc., and their representatives. Participates in the resolution of ANG policy, doctrinal and regulatory misunderstandings that could result in adverse effects on ANG enlisted personnel. Works to further the intent of ATAG's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall ANG state mission as it relates to the overall mission of the ANG. Communicate the ANG commander's policies and programs to the force; active member of the ANG State Strategic Planning Team, Crisis Action Team, Battle Staff, senior staff meetings and other senior leader forums.
- Establishes an ANG SNCO support channel made up of other key assigned senior enlisted leaders such as, but not limited to other ANG CCMs, Command Functional Managers, Functional Managers, Group Superintendents, Commandants and First Sergeants. This support channel is utilized to efficiently augment and support the chain of command. As the ANG senior enlisted leader of the command, the ANG CCM is charged with overseeing and being the driving force behind the entire ANG enlisted training and professional development programs.
- Counsels ANG enlisted personnel on issues outside the official military or technician chain of command. Advises ATAG and staff, as well as other appropriate supervisors, when friction areas arise and formulates means of resolution. Analyzes friction indicators and determines the best means of improvement and clarification, etc., when new and far-reaching policies impact ANG enlisted personnel.
- Develops, participates, and provides guidance in planning, publicizing and administering ANG enlisted awards, recognition, and special promotion programs. Oversees and provides guidance to ANG military personnel sections to assure proper dissemination, clarification, and administration of awards and promotion policies. Coordinates with and advises ATAG, and ANG Wing Commanders on ANG enlisted nominations for higher ANG Wing, ANG State HQ, and ANG key enlisted positions. Develops ANG programs that will enable all ANG enlisted personnel to utilize promotion possibilities, or opportunities to achieve commissioned status. Oversees appropriate ANG military personnel sections in the promulgation of programs for ANG enlisted career (includes ANG force development, force management, mentoring and training). Establishes and monitors professional development of assigned ANG CMSgts and CCMs; manage ANG senior enlisted leader training and develop subordinate ANG CCMs for future positions. Orient new ANG CCMs.
- Evaluates, oversees, and supports ANG enlisted professional military education, state retention efforts to include professional development programs. Analyzes and determines the best course of action, in the preparation, inception and maintenance of recruiting and retention programs. Coordinates with ANG Recruiting and Retention Officer in general recruitment. Monitors the ANG Equal Employment Office in minority recruitment of qualified technicians and ANG AGR enlisted personnel. Oversees all ANG enlisted welfare programs that provide advice on qualifications, advancement, benefits, retirement, etc. Presides over ANG Enlisted Selection Boards, NCO promotion boards and NCO leadership boards. Serves as an advisor on Retention Boards for ANG Senior NCOs. Counsels and mentors ANG Senior NCOs about the enhancement and maintenance of their retention and promotion potential.
- Analyzes directives, regulations, and other documents originating at higher headquarters or gaining commands and notes actual and anticipated impact on the duties and responsibilities of ANG enlisted personnel. Reviews, oversees, and monitors the preparation of directives of the ATAG to assure proper and timely guidance to subordinate units. Develops feedback systems to assure compliance with and full understanding of regulatory requirements that depend on or affect ANG enlisted standards and morale.

- Reviews and provides counsel to ATAG and the Senior ANG Staff on all inquiries concerning operations, administration, policy, etc., that affect, or are projected to affect, ANG enlisted personnel. Identify and assess factors impacting morale and wellbeing of the ANG enlisted force and provide commanders with recommendations to resolve problems.
- Initiates correspondence to all military, AGR, and technician echelons of the ANG, individual ANG National Guard members, other federal, state, and civilian agencies, and appropriate ANG military headquarters, on all ANG matters affecting ANG enlisted personnel and state and federal missions of the ANG.
- Performs frequent year-round visits for the purpose of observing, in military and technician contexts, the organizations, units and activities of the ANG. Observes and evaluates the administration of all ANG programs pertaining to and affecting ANG enlisted personnel and the extent to which they are being carried out. Assures ANG enlisted personnel have a full understanding of those regulations, directives, guidance documents and policy, etc., pertaining to their service under the overall mission of the ANG and specific missions of their units. Monitors and advises the ANG Commanders on compliance with Air Force standards and disciplinary actions.
- Makes recommendations for improvements, expansions, increased ANG enlisted involvement and command utilization, etc., and oversees the development of local and statewide SOP's and other guides that further the understanding among ANG enlisted personnel and provide dynamic motivation for efforts toward attainment of readiness. Develops ANG Command enlisted personnel policies in concert with the Employer Support of the Guard and Reserve (ESGR) ANG State Coordinator. When directed represents ATAG at special employer recognition ceremonies throughout the state. Briefs employers on their obligation under the Uniformed Service Employment Reemployment Rights Act (USERRA).
- Makes frequent visits to organizations, units, facilities, and activities, and alerts them to the ramifications of all transactions affecting ANG enlisted personnel. Participates in various ceremonies, formal occasions, etc., as the ANG representative State Senior Enlisted NCO. Assists and/ or may represent ATAG to various state and national conferences, committees, meetings, ceremonies, or functions. Makes direct contact with MAJCOM's, congressional, or state legislators as required. Provides input that impacts nationally in shaping policies for the ANG enlisted force.
- Holds frequent year-round ANG CCMS call, to disseminate information, instructions and guidance, and to accommodate, on behalf of ATAG, the evaluations, estimates, suggestions, and outlooks of the ANG Senior NCO. Acts as the bridge between ATAG, ANG senior staff, the ANG wing CCMSs and geographically separated unit ANG senior enlisted leaders. Serves as an active participant on ANG advisory councils and boards. Liaison to and works closely with the local community. Interacts with sister-service counterparts as required. Coordinates ANG command issues and concerns with other MAJCOMs.
- Establishes and maintains personal and enduring bilateral relationships with ANG senior officer and enlisted international partners in an effort to assist in the professional development and leadership of ANG NCO's in the partner nation. Develops briefings, training aids, shares insight, experiences, and provides a spectrum of engagements with US counterparts to enhance partner nation NCOs with an understanding of enlisted roles and responsibilities. Coordinates events for enlisted international visitors to the US.
- Promotes programs that save time, materiel, and funds, in which ANG Command CMS, and ANG Senior NCOs can participate. Promotes safety programs concerning all phases of state ANG training and operations.
- **Manage the Outstanding Airmen of the Year (OAY) program to include oversight of the Annual Awards Ceremony and Annual OAY Banquet.**
- **Performs other duties as assigned.**

AFSC QUALIFICATION REQUIREMENTS:

ADDITIONAL REQUIREMENTS:

- Provide a copy of CCAF degree or agree to complete within one year of assuming role of State CCM.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.