



**DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office
2 Randolph Road
Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #104-24-038

OPEN DATE: 25 JUL 2024

EXPIRATION DATE: 24 AUG 2024

Open To: All members of the MA ANG that hold the rank of CMSgt

Number of Positions: 1
Position Title: WING COMMAND CHIEF /GROUP SENIOR ENLISTED LEADER
Unit/Duty Location: 104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085
Min/Max Rank Authorized: CMSgt Only
Duty AFSC: 9E000/9G100
Retraining Opportunity: YES
Required ASVAB: NA
USA Job Post: NA
Position POC: Mr. Christopher Riga 413-568-9151 x 698-1800, christopher.riga@us.af.mil
Application Email: 104fss.agrijobapps@us.af.mil
HRO Remote: 413-568-9151 ext. 698-1290 / 698-2509

THIS POSITION IS AN OTOT NTE 4 YEARS

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

1. Specialty Summaries. 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. The Group Superintendent provides leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct.

2. Duties and Responsibilities:

2.1. The CCM is the SEL of the command at wing or higher levels and is a key member of the command's leadership team. 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. Please See AFI 36-2109 for a complete listing of general CCM roles and responsibilities.

2.2. Coordinate quality of life and enlisted force issues with NAF, MAJCOM, and Air Force Personnel Center representatives.

2.3. Meet regularly with, mentor, and assist in the development of group superintendents and serve as the base-level functional area manager for group superintendents.

2.4. Oversee and advise the wing commander concerning enlisted promotions, inductions, recognition programs, Community College of the Air Force graduations, awards, and decorations. The CCM should compile information on a quarterly basis for tracking purposes.

2.5. Familiarize themselves with AFI 36-2113, The First Sergeant. Serve as their respective wing functional manager for first sergeants, to include oversight of their wing first sergeant special duty nomination process; if serving as a tenant unit CCM, work with the host wing CCM (installation functional manager) concerning all first sergeants assigned to their respective wing and geographically separated units; attend first sergeant council meeting.

2.6. Advise the wing commander on quality-of-life issues and concerns of the enlisted force. In addition to the general responsibilities for all wing CCMs, ANG wing CCMs: Maintain liaison with the wing commander, wing staff, and state CCM. Advise and assist in the wing human resource advisor selection process. Understand and participate in the wing force management plan concerning enlisted members. Advise the wing commander concerning awards, decorations, and recognition programs. The CCM should compile information quarterly for tracking purposes. Meet quarterly with ANG wing Directors of Psychological Health, chaplains, and Airman and Family Readiness program manager. Work closely with wing recruiting and retention offices. Work with the force support squadron to provide oversight of the ANG Airman Accession Management Program.

3. The Group Superintendent provides leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct. Manages and directs personnel resource activities. Interprets and enforces

LENGTH OF TOUR

AGR OTOT NTE FOUR YEARS

Intent is to hold one hiring board, creating an OML for Wing Command Chief and potentially Group Senior Enlisted Leader if onboard group SEL is selected.

MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. If advertisement is a retraining opportunity, applicants who do not hold the duty AFSC for the position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). 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 contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. Additional entry/retention requirements for AFSCs are outlined in the AFECD/AFOCD.

APPLICATION REQUIREMENTS

Items 1-3 can be found on the following link under the “AGR Job Application” forms : [Mass National Guard Website](#)

1. NGB Form 34-1
2. SF 181 Ethnicity and Race Identification
3. Pre-Employment Reference Check Form (Not required for 104th permanent onboard AGRs)
4. Report of Individual Personnel (RIP): [vMPF](#)
-Click on: “Self Service Actions” – “Personnel Data” – “Record Review/Update” – “View/Print All Pages”
5. AF Form 422: Verified w/in 6 months from MDG: [ASIMS](#)
6. myFitness Individual Tracker Report: Current & passing w/ 12 months: [myFitness](#)
7. Last 3 EPRs: [PRDA](#)

Right click each hyperlink – Copy Link Location – Paste and Go in Web Browser

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- Applications must be submitted by email NLT 2359 on the advertisement expiration date.
 - All required documents must be submitted as one *PDF (no portfolios) to: 104fss.agrjobapps.org@us.af.mil

NOTE: To combine files in one PDF, you must print any secure and/or digitally signed documents to “Microsoft PDF.” Once printed, you can combine the newly printed PDF files with all other application documents.

SUBJECT LINE OF EMAIL SUBMISSION MUST CONTAIN FULL BULLETIN NUMBER