



**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 #102-24-65

OPEN DATE: 30 Aug 2024

EXPIRATION DATE: 20 Sep 2024

OPEN TO: TRADITIONAL GUARDSMAN, TECHNICIANS, AND ACTIVE GUARD RESERVE MEMBERS CURRENTLY ENROLLED IN THE MA ANG. SELECTED MEMBER WILL BE ASSIGNED TO THE 102D INTELLIGENCE WING, OTIS ANG BASE.

Number of Positions:	001
Position Title:	Wing Command Chief Master Sergeant
Unit/Duty Location:	102d Intelligence Wing, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	CMSgt / E9
Duty AFSC:	9E000
Required ASVAB:	None
Security Clearance:	TS
SCIPULHES:	333333

POC: Wendy S. Armijo, Colonel, Commander 102d IW. Email: wendy.armijo@us.af.mil

HRO Remote: Email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
PCS Authorized

SPECIALTY SUMMARY:

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.

DUTIES AND RESPONSIBILITIES:

Reports to the 102d Intelligence Wing Commander. ANG Wing Command Chief Master Sergeant (CCM) serves as Senior Enlisted Advisor in the wing, managing all military aspects of full time and traditional enlisted Airmen. The Wing CCM advises, carries out, and monitors the Wing Commander's organizational policies, programs, and standards applicable to the enlisted force. Wing CCMs are the Wing Commander's key enlisted advocate, gives advice and initiates recommendations in matters pertaining to all assigned ANG enlisted personnel. The Wing CCM is responsible for advising ANG commanders and staff on mission effectiveness, professional development, military readiness, training, utilization, health, morale, and welfare of the command's enlisted Airmen and takes action to address shortfalls or challenges. The Wing CCM provides leadership to the ANG enlisted force and is the functional manager for group superintendents and first sergeants in the wing. Other responsibilities & duties as outlined in AFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Management and Air Force Enlisted Council*.

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. Applicants who do not hold the duty AFSC for the advertised 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. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.
13. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

LENGTH OF TOUR:

The Wing Command Chief Position is a 3-4 year appointment. The term will be incurred based on the date of assignment to the new position.

APPLICATION REQUIREMENTS:

- 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
 - 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
 - Select “Personal Data”
 - Select “Record review/Update”
 - Scroll to bottom on left hand panel click “view/print all pages”
 - A printer friendly window should pop up to print, if not, right click on page and scroll down to print
 - 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
 - 4. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
 - *For enlisted members **NOT** part of the MA ANG the AF 422 **MUST** be within 2 years
 - *For officers **NOT** part of the MA ANG **OR** commissioning opportunity the AF 422 **MUST** be within 1 year and include the following:
 - Purpose of physical: Commissioning / Officer Transfer / Officer Reappointment
 - Date of physical exam / PHA / RCPHA
 - Physical is cleared for Commission / Officer Transfer / Reappointment Statement
 - 5. Air Force Fitness Management System II (AFFMS) Fitness Report: Current, passing within 12 months
 - 6. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>
 - 7. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
 - 8. CORI, signed (not required for current permanent MA ANG AGRs) <https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
 - 9. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs)
 - 10. Last 3 EPR/OPR *A MFR must be submitted for any missing EPR/OPR
 - 11. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template)
-
- Use the Wingman concept to proofread application
 - All required documents must be submitted electronically as **ONE** .pdf file to 102.iw.hro.org@us.af.mil NLT 2359 on the advertisement expiration date
 - Include **ONLY** the documents listed above