

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE COMMAND



30 September 2016

MEMORANDUM FOR ALL AFR PERSONNEL

FROM: AFRC/CCC  
155 Richard Ray Blvd  
Robins AFB, GA 31098-1635

SUBJECT: CY17 Command Chief Master Sergeant (CCM) Screening Board Convening Notice and Invitation to Apply Instructions; **ARPC SUSPENSE: 14 November 2016.**

1. The CY17 Air Force Reserve CCM Screening Board will convene 12-16 December 2016, at Headquarters Air Reserve Personnel Center (ARPC), Buckley Air Force Base, Colorado. **ARPC suspense/deadline is 14 November 2016, NLT 1630 MDT. Applicants, Raters, Command Chiefs, and Senior Raters must coordinate internal suspenses to meet the final suspense to ARPC. Late applications will not be accepted.**
2. The CCM Screening Board will convene to identify eligible candidates for Command Chief opportunities. Upon approval of board proceedings, the CCM Candidate List will remain in effect until release of the CY18 list (December 2017).
3. Please ensure this message is given widest possible dissemination. All enlisted members, raters, CCMs, and senior raters should be familiar with the process of submitting applications for the CCM Screening Board.
4. For questions relating to the CCM Screening process, please consult the attached application instructions first. Further questions can be addressed by contacting CMSgt Melanie Blankenship, HQ AFRC/A1KO at (478) 327-0252 or DSN 497-0252.

  
ERICKA E. KELLY, CMSgt, USAF  
Command Chief Master Sergeant

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## Attachment 1

### CY17 CCM SCREENING BOARD APPLICATION INFORMATION

1. **Nomination Process.** The CCM Screening Board nomination process requires action from the member, rater, Command Chief, and senior rater.
  - 1.1. **Members.** The eligible CMSgt must initiate the application process by completing Parts I and II of the CCM Screening Board Worksheet.
    - 1.1.1. An eligible CMSgt should only initiate the process if they are interested in accepting a Command Chief position from 1 January to 31 December 2017. If the CMSgt is unwilling/unable to accept a CCM opportunity during that time frame, they should not initiate/apply. There is no penalty/pressure for members who do not wish to or are unable to accept a CCM position during CY17.
    - 1.1.2. In Part II of the CCM Screening Board Worksheet, the eligible CMSgt should indicate the status(es) in which they would serve (TR or AGR or both), their willingness to change unit/location, willingness to commute (if willing to commute members should also specify an acceptable distance from their HOR in which they would be willing to commute), and desired locations. The location allows free text entry and the member may indicate a specific state, unit, or geographical region. If the CCM candidate does not have a preference of location, they should enter "ANY."
    - 1.1.3. Upon completion of Parts I and II of the CCM Screening Board Worksheet, the CMSgt should forward the worksheet to their rater for further consideration. The member must attach a current AFFMS report and an official bio. Worksheets without a current AFFMS report or official bio will not be considered by the CCM Screening Board.
  - 1.2. **Raters.** The member's rater will complete Part III of the CCM Screening Board Worksheet.
    - 1.2.1. The rater will indicate the length of time they have supervised the member, verify fitness standards have been met, make an assessment of the member's suitability to serve in a CCM position, sign, and date the worksheet.
    - 1.2.2. Upon completion of Part III of the CCM Screening Board Worksheet, the rater should forward the worksheet, AFFMS report, and official bio to the member's Command Chief.
  - 1.3. **Command Chiefs.** The member's Command Chief will complete Part IV of the CCM Screening Board Worksheet.
    - 1.3.1. The Command Chief will either concur or non-concur with the rater's assessment of the CMSgts suitability to serve as a CCM, sign, and date the worksheet.
    - 1.3.2. Upon completion of Part IV of the CCM Screening Board Worksheet, the Command Chief will forward the CCM Screening Board Worksheet, AFFMS report, and official bio to the member's Senior Rater

1.3.2.1. Part IV of the CCM Screening Board Worksheet must be completed by the appropriate Command Chief. Worksheets signed by Group Superintendents or equivalent roles will not be accepted.

1.4. **Senior Raters.** An e-mail will be sent directly to the senior raters outlining responsibilities and expectations as they relate to this selection board. A list of eligible CMSgts will be provided to senior raters.

1.4.1. The senior rater should review their eligible CMSgts, meet individually with each CMSgt, and make appropriate recommendations on the CCM Screening Board Worksheet.

1.4.2. For nominated CMSgts, the owning senior rater must annotate “Ready Now” in Part V of the CCM Screening Board Worksheet and complete the stratification identifying the nominees standing amongst other nominees (numerator) and the total number of assigned CMSgts under the Senior Rater’s purview; not just those CMSgts eligible or nominated for CCM duty. The current/sitting CCM is not included in the Senior Rater’s numerator; however he/she is included in the Senior Rater’s denominator (number of CMSgts assigned).

1.4.2.1. Any annotation other than “Ready Now” in Part V, Section 2 will render the CMSgt ineligible to meet the CCM Screening Board. In addition, any candidate with a do not consider recommendation from the rater or Command Chief will not meet the board.

1.4.3. The senior rater will e-mail the completed worksheet, the member’s AFFMS report and official bio to [ARPC.DPAF.CCMScreeningBoard@us.af.mil](mailto:ARPC.DPAF.CCMScreeningBoard@us.af.mil)

## 2. **Nomination Eligibility Criteria.**

2.1. **CMSgts Only.** Only AFRC CMSgts are considered during the CCM Screening Board. RegAF and Air National Guard CMSgts are not eligible for AFR CCM Screening.

2.2. **Date of Rank (DOR).** DOR must be 1 January 2016 or earlier.

2.3. **High Year Tenure (HYT).** HYT Date must be 31 December 2019 or later.

2.4. **Fitness.** Each applicant must have a **current and passing** Fitness Assessment. The Individual Fitness Assessment History report must be attached with the application.

2.4.1. The report must be obtained from the Air Force Fitness Management System (AFFMS) located on the AF Portal website and uploaded to the application in PDF format.

2.4.2. The applicant’s rater must verify the member has a current and passing Fitness Assessment.

2.5. **World-Wide qualified.** Must be world-wide qualified and not pending a Medical Evaluation Board (MEB).

2.6. **Retirement.** Must not have an approved retirement date.

- 2.7. **Quality Force Actions.** Must not have an Unfavorable Information File (UIF) or other quality force action.
- 2.8. **Removal.** Raters, Command Chiefs, and Senior Raters may remove eligible CMSgts from board consideration without prejudice for reasons other than quality force issues such as family, or personal issues, not a good fit for CCM duty, fitness, military image, communication skills, etc.
- 2.9. **Current CCMs.** Current CCMs will not require boarding (if on duty or on assignment as of the date of this Invitation to Apply).
- 2.10. **Former CCMs.** Former CCMs are grandfathered indefinitely and do not require boarding provided a full CCM tour was successfully completed.

### 3. **Board Process.**

- 3.1. **Board Composition.** Board composition includes AFRC Command Chief, NAF Command Chiefs, and a RegAF MAJCOM Command Chief. In addition a two-star general officer will serve as an observer. The AFRC Chief of Enlisted Force Development and AFRC Chief of Senior Enlisted Management will serve as technical advisors and administrative officers to the board.
- 3.2. **Documents.** Board members will review the CCM Screening Board Worksheet, AFFMS report, official bio, E-SURF, Enlisted Performance Reports (EPRs), previously submitted Reserve Enlisted Development Plan (R-EDP), Development Team (DT) vectors/recommendations, decorations, civilian and military education, deployments, assignment history, and PCARS.
- 3.3. **CCM Candidate List.** The resulting CCM candidate list will then be released upon approval and published. Commanders will use this list as a tool to consider/hire CCM candidates until the release of the CY18 list (December 2017).

**CCM SCREENING BOARD WORKSHEET****PRIVACY ACT STATEMENT****AUTHORITY:** Title 10 U. S.C., Section 8013 and E. O. 9397.**PRINCIPAL PURPOSE:** Used to document member interest in serving as a CCM and leadership recommendations on suitability to serve as CCM.**ROUTINE USE:** Personal information will not be shared outside the DoD.**DISCLOSURE:** Disclosure is voluntary, however, failure to provide information other than SSN will preclude consideration.**PART I - MEMBER INFORMATION (Please type or print legibly)**

NAME (Last Name, First, Middle Initial)	RANK	DATE OF RANK (YYYYMMDD)	SSAN
CURRENT ADDRESS (INCLUDE CITY, STATE, ZIP)	STATUS	UNIT/ DETACHMENT NO./ NAF	
	TR		
	IMA	BUSINESS PHONE	
	AGR		
	ART	PREFERRED CONTACT NUMBER	
	OTHER		
WORK E-MAIL ADDRESS	PERSONAL E-MAIL ADDRESS		

**PART II - ASSIGNMENT DESIRE**

I am willing to serve as      TR      AGR

I am willing to change unit/location of assignment      Yes      No

LOCATION 1

LOCATION 2

LOCATION 3

I am willing to commute      Yes      No      Maximum number of miles I am willing to commute

SIGNATURE \_\_\_\_\_ (YYYYMMDD) DATE \_\_\_\_\_

**ONCE THE ABOVE SECTION IS COMPLETED, FORWARD THIS WORKSHEET, YOUR AFFMS REPORT & OFFICIAL BIO TO YOUR RATER.****PART III - RATER**

1. I HAVE SUPERVISED MEMBER FOR (LENGTH OF TIME) \_\_\_\_\_  I AM ALSO THE ADDITIONAL RATER

2. I HAVE VERIFIED MEMBER MEETS FITNESS STANDARDS.

3. I  DO  DO NOT CONSIDER THIS MEMBER AN APPROPRIATE CANDIDATE FOR COMMAND CHIEF

SIGNATURE \_\_\_\_\_ (YYYYMMDD) DATE \_\_\_\_\_

**FORWARD THIS WORKSHEET, MEMBER'S AFFMS REPORT & OFFICIAL BIO TO MEMBER'S COMMAND CHIEF.****PART IV - COMMAND CHIEF**

I HAVE REVIEWED THIS WORKSHEET AND      CONCUR      NON-CONCUR WITH RATER'S ASSESSMENT

SIGNATURE \_\_\_\_\_ (YYYYMMDD) DATE \_\_\_\_\_

**FORWARD THIS WORKSHEET, MEMBER'S AFFMS REPORT & OFFICIAL BIO TO MEMBER'S SENIOR RATER****PART V - SENIOR RATER**

1. MEMBER IS      OF      CMSgts

2. CONSIDER MEMBER FOR FUTURE ROLE AS COMMAND CHIEF

SIGNATURE \_\_\_\_\_ (YYYYMMDD) DATE \_\_\_\_\_

**FORWARD THIS WORKSHEET, MEMBER'S AFFMS REPORT, & OFFICIAL BIO TO : [ARPC.DPAF.CCMScreeningBoard@us.af.mil](mailto:ARPC.DPAF.CCMScreeningBoard@us.af.mil)**