



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE COMMAND



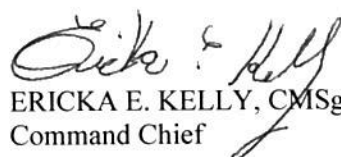
ARPCM 17-25
30 August 2017

MEMORANDUM FOR ALL AFR PERSONNEL

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

SUBJECT: CY18 Air Force Reserve Chief Master Sergeant (CCM) Screening Board Convening Notice and Invitation to Apply Instructions; **ARPC SUSPENSE: 6 November 2017.**

1. The CY18 Air Force Reserve CCM Screening Board will convene 12-14 December 2017 at Headquarters Air Reserve Personnel Center (ARPC), Buckley Air Force Base, Colorado. **ARPC suspense/deadline for applications is 6 November 2017, NLT 1630 MST. Applicants, Raters, Command Chiefs, and Senior Raters must coordinate internal suspense to meet the final suspense to ARPC. Incomplete or late applications will not be accepted.**
2. The CCM Screening Board will select candidates for Command Chief opportunities and upon approval of board selections, the CCM Candidate List will remain in effect until release of the CY19 list. CMSgts selected to serve in a CCM position become the senior enlisted leader for their respective commander, chain of command and noncommissioned officer support structure. They are an integral member of the organization's leadership team and are responsible for channeling communications from the commander to all enlisted members.
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 more information, call the Total Force Service Center at 1-800-525-0102, DSN: 665-0102 or Comm: 210-565-0102. Questions specific to the CCM Screening process can also be directly addressed by contacting CMSgt Darin Thomas, HQ AFRC/A1KO at DSN: 497-0252, Comm: 478-327-0252.


ERICKA E. KELLY, CMSgt, USAF
Command Chief

2 Attachments:

1. CY18 CCM Screening Board Application Information
2. CY18 CCM Screening Board Worksheet

BREAKING BARRIERS...SINCE 1947

Attachment 1

CY18 CCM SCREENING BOARD APPLICATION INFORMATION

1. Nomination Eligibility Criteria. The below requirements are guidelines to ensure the applicant is familiar with his/her specific criteria to ensure proper eligibility IAW AFI 36-2109, para 2.2.4. If any of the eligibility criteria in para 1.1 through 1.9 are not met, the applicant will not meet the screening board and no waivers will be accepted. Additionally, applications received prior to the application deadline that are incomplete and/or do not meet eligibility requirements will be returned by ARPC without action. Applications received after the application deadline will be returned without action.

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

1.2. Current CCMs. Current CCMs on duty or on assignment as of the date of this Invitation to Apply will remain on the CCM Candidate List.

1.3. Graduated CCMs (have successfully served 12 months in the position). Graduated CCMs transitioning to non-CCM duty remain candidates for future CCM opportunities for 12 months, provided the member is a volunteer for worldwide CCM reassignment (must meet CCM eligibility criteria) with current senior rater concurrence. Graduated CCMs serving in non-CCM duty for over 24 months must meet the CCM screening board to be considered for CCM opportunities. A CCM removed for cause or who did not successfully complete a CCM tour will not re-compete through the screening process.

1.4. Date of Rank (DOR). CMSgts with DOR of **1 January 2017 or earlier.**

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

1.6. Fitness. Each applicant must have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test with no failure on any portion within the last 12 months.

1.7. World-wide Qualified. Must be world-wide qualified and not have a permanent Assignment Limitation Code (ALC) "C3" or a pending Medical Evaluation Board (MEB).

1.8. Retirement. Must not have an approved retirement date.

1.9. Quality Force Actions. Must not have an Unfavorable Information File (UIF) or other quality force actions.

2. Roles, Responsibilities, and Instructions for Nomination Process. The CCM Screening Board nomination process requires action from the applicant, rater, CCM, and senior rater.

2.1. Applicant. It is the applicant's responsibility to read *all* instructions and understand eligibility requirements and application process. The eligible applicant must initiate the application process by completing Parts I and II of the CCM Screening Board Worksheet. (See attachment 2)

2.1.1. An eligible applicant shall only initiate the process if they are interested in accepting a command chief position from 1 January to 31 December 2018. As a reminder, there is no

penalty/pressure for members who do not wish to or are unable to accept a CCM position during CY18.

2.1.2. Applicants must submit the following documents with their CCM Screening Board Worksheet.

2.1.2.1. AFFMS II Report. The Fitness Assessment History 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.

2.1.2.2. Letter of Intent: Letter shall include applicant's reason for wanting to be a CCM.

2.1.2.3. Air Force Formatted Biography.

2.1.3. Upon completion of Parts I and II of the CCM Screening Board Worksheet, the applicant shall forward the worksheet to their rater for further consideration. The applicant must include all items listed in paragraph 2.1.2. (AFFMS II Report, Letter of Intent and AF Formatted Biography)

2.2. Raters. The applicant's rater will complete Part III of the CCM Screening Board Worksheet.

2.2.1. The rater will indicate the length of time they have supervised the applicant, verify fitness standards by writing in score on worksheet, and make an assessment of the applicant's suitability to serve in a CCM position. Then the rater will sign and date the worksheet.

2.2.2. If you non-concur with the applicant's application, return without action and provide feedback to the applicant.

2.2.3. Upon completion of Part III of the CCM Screening Board Worksheet, the rater will forward the complete package to the applicant's Command Chief.

2.3. Command Chiefs. The applicant's CCM will complete Part IV of the CCM Screening Board Worksheet. Worksheets signed by Group Superintendents or equivalent roles will not be accepted.

2.3.1. The CCM will review and certify applicant meets all eligibility criteria outlined in the invitation to apply and either concur or non-concur with the rater's assessment of the applicant's suitability to serve as a CCM.

2.3.3.1. ARPC/CCM will complete Part IV for all IMA applications.

2.3.3.2. Independent/Direct Reporting Groups (report directly to NAF) will forward packages to Group Superintendents for completion of Part IV. Group Superintendents shall forward their packages to the appropriate NAF for completion of Part IV.

2.3.2. If you non-concur with the applicant's application; return to rater without action and provide reason.

2.3.3. Upon completion of Part IV of the CCM Screening Board Worksheet, the CCM will forward the complete package to the Senior Rater.

2.4. Senior Raters. The senior rater shall review their eligible applicants and concur/non-concur on the CCM Screening Board Worksheet.

2.4.1. If you non-concur with the applicant's application; return to Command Chief and provide reason.

2.4.2. The senior rater or designee will ensure the completed package is submitted via MyPers.

2.4.2.1. Applicant's Application Submission Steps in vPC

- Log into the vPC Dashboard on the myPers website, <https://mypers.af.mil/app/home>
- Select the "Action Requests" tab
- Select "Create New Support Request" in the purple box
- Choose the appropriate component (**Reserve**) from the drop down menu
- In the "Category" box, Choose "Force Development"
- The subject line must read, **CY18 CCM Screening Board Rank, Last name, and First name (ex: CY18 CCM Screening Board, CMSgt, Smith, John)**
- Attach completed/signed worksheet, AFFMS II Report, Letter of Intent and AF formatted biography in one pdf file. Click "Continue" then click "Finish" submitting the question

3. Board Packages. Along with the application, the board will also consider/review each applicant's Enlisted Performance Reports (EPRs), Reserve Enlisted Development Plan (R-EDP), Development Team (DT) vectors/recommendations, Academic Education, and Assignment History. **Each applicant is responsible for ensuring his/her records reflect current information prior to the application deadline. For assistance with updating the systems of record, applicants can contact their MPS, or the TFSC at 1-800-525-0102, DSN: 665-0102 or Comm: 210-565-0102.**

3.1. EPRs. The board will review the applicant's last three EPRs. Applicants must ensure their EPRs are current and in the Personnel Records Display Application (PRDA) *prior* to the application deadline. Applicants can locate their EPRs in PRDA on AFPC Secure by accessing the AF Portal. *Draft EPRs will not be accepted or reviewed by the board.*

3.2. R-EDP. The board uses this additional tool to gain insight into the applicant's near-, mid-, and long-term goals. Current and previous vectors will be considered when applications are reviewed. An applicant's R-EDP *does not* have to be "DT Ready" to be viewed by the board.

3.3. DT Vectors. The board members will have career field/Command E8-E9 DT vectors and results available for review during the CCM Screening Board. Board members will focus on DT recommendations for professional development, status on the Key Personnel List (KPL) and Force Development endorsements.

3.4. Decorations. All updated MilPDS decorations will be listed, but each applicant's two most recent citations will be reviewed by the board. This information is accessible in vMPF for viewing as well as in PRDA.

3.5. Academic Education. The board reviews the applicant's education, to include academic specialty. CCAF is **mandatory** for all SNCOs. To update any educational degrees, the applicant shall contact their base education and training office.

3.6. Assignment History. The board will review the applicant's last 10 duty assignments, including Duty AFSC. Usually, this mirrors the applicant's EPRs. This information is accessible in vMPF for viewing.

3.7. Applicant Records. Applicants must ensure their records are current, and posted to MilPDS as of the application deadline. (6 November 2017) EPRs and decorations that are in coordination and have been submitted to ARPC for processing and insertion into an applicant's official records must be completed by the application deadline. Applicants can call the TFSC for assistance in expediting this process to ensure their records are updated in time to meet the application deadline. ARPC/DPAF will not accept any documents via email nor will any new documents updated after the application deadline be included in the applicant's board package.

3. Post Board.

4.1. Candidate List Release. Upon approval from AFRC/CC, the CCM candidate list will be released and published to MyPers. This list will provide commanders/hiring authorities a list of strong applicants to select Command Chief Master Sergeants.

4.2. Candidate List Expiration. The CCM candidate list will expire when the new CCM list is produced the following calendar year. Candidates referred to Commanders for consideration from the CY17 CCM list will remain eligible until the hiring authority selects a CCM.

4. CCM Screening Board Milestones

6 September 2017 – Invitation to Apply Released

6 November 2017 – Application Packages must be submitted to ARPC NLT 1630 MST

12-14 December 2017 – CCM Screening Board Convenes, ARPC Buckley AFB, CO

January 2018 – CCM Candidate Listing Tentative Release

Attachment 2

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 Part Time Full Time

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, AFFMS REPORT, BIO, & LETTER OF INTENT 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 IAW INVITATION TO APPLY. PFT SCORE _____

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

SIGNATURE _____ (YYYYMMDD) DATE _____

FORWARD THIS WORKSHEET, AFFMS REPORT, BIO, & LETTER OF INTENT TO MEMBER'S COMMAND CHIEF.

PART IV - COMMAND CHIEF

I HAVE REVIEWED ALL ELIGIBILITY CRITERIA OUTLINED IN INVITATION TO APPLY AND CONCUR NON CONCUR

SIGNATURE _____ (YYYYMMDD) DATE _____

FORWARD THIS WORKSHEET, AFFMS REPORT, BIO, & LETTER OF INTENT TO TO MEMBER'S SENIOR RATER

PART V – SENIOR RATER

I HAVE REVIEWED THIS WORKSHEET AND CONCUR NON CONCUR

SIGNATURE _____ (YYYYMMDD) DATE _____

UPLOAD THIS WORKSHEET, AFFMS REPORT, BIO, & LETTER OF INTENT TO TO : <https://mypers.af.mil/app/home>