



**HEADQUARTERS  
DISTRICT OF COLUMBIA AIR NATIONAL GUARD  
2001 EAST CAPITOL ST SOUTHEAST  
WASHINGTON, DC 20003**



***ENLISTED VACANCY ANNOUNCEMENT***

***Position:*** District of Columbia Air National Guard State Command Chief

***Unit:*** HQ-DCANG

***Authorized AFSC:*** Any

***Auth Grade:*** CMSgt (E-9)

***Opening Date:*** 3 August 2025

***Closing Date:*** 16 August 2025

***Area of Consideration:*** Open to current members of the District of Columbia Air National Guard (DCANG) and Air National Guard (ANG) members eligible for membership in the DCANG.

**Requirements:**

- Must have a minimum of two years retainability;
- Must currently be in the grade of CMSgt (E-9);
- Must be worldwide qualified (both deployment and assignment) and not have a permanent assignment limitation code "C3";
- CMSgts must have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test; no failure on any portion within the last 12 months;
- Must be a CMSgt that has previously attended the ANG CMSgt Orientation Course;
- Must attend ANG Command Chief Master Sergeant (CCM) Training Course no later than six months from assignment.

**Appointment:**

- Will be made by the Commanding General (CG), District of Columbia National Guard.
- Will be no less than three years and will not exceed six years from date of assignment IAW DAFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Leadership Management and Air Force Enlisted Council*.

**Duties and Responsibilities:**

- Will be the primary advisor to Joint Force Headquarters leadership on matters related to the health, morale, resiliency, and welfare of assigned enlisted members, including matters impacting proper organization, utilization, manning, quality of senior enlisted leadership, management/supervisor training, operations tempo, and quality of life providing recommendations to resolve problems.
- Will maintain liaison with CG, the Adjutant General, Land Component Commander, 113th Wing Commander (WG/CC) and Command Chief Master Sergeant (WG/CCM), the Command Senior Enlisted Leader, Director of Staff – Air, and other Joint Force Headquarters staff members.
- Will provide advice and counsel to 113 WG/CC, 113 WG/CCM, and other 113th Wing senior leaders.

- Will provide information to the Command Chief Master Sergeant of the Air National Guard (ANG/CCM) concerning personnel training and manpower issues; effectiveness of AF, and ANG programs; and quality-of-life issues having a significant impact on the enlisted force.
- Will advise the 113 WG/CC on selection process of new 113 WG/CCMs.
- Will guide, train, and mentor 113 WG/CCM.
- Will manage the Stripes for Exceptional Performers I & II program in accordance with DAFI 36-2502, *Airmen Promotion/Demotion Programs*. This management includes advertising the program, boarding applicants, advising CG on the board recommendations, forwarding selected packages to ANG for approval, and following program term limits to ensure the DCANG adheres to them.
- Will understand and participate in the DCANG force management plan concerning enlisted members, through selective retention and AGR continuation boards.
- Will make recommendations for improvement, expansion, and increased 113th Wing enlisted involvement and command utilization; oversee the development of 113th Wing-wide standard operating procedures and other guides that further the understanding among enlisted personnel; and provide dynamic motivation for efforts toward attainment of readiness.
- Will forward all concerns and issues to DCANG and 113th Wing senior leadership or the ANG/CCM as appropriate.
- Will seek opportunities and work closely with, or for, state partnership programs that foster NCO partnership with other nations.

#### **Expectations:**

- Must have a sense of commitment to the position and the enlisted corps;
- Must be involved personally with enlisted issues facing the DCANG;
- Must display an attitude/philosophy of professionalism, leadership, coaching/mentoring skills, quality management practices, focused on people;
- Must display an attitude of service and selflessness to the DCANG;
- Must have the ability to devote the necessary time needed to succeed; and
- Must be an enlisted leader who is able to lead the enlisted corps into the future.

#### **Experience:**

- Diverse professional experience through assignments in the Air National Guard (operations, logistics, support, flying and non-flying).
- Comparable civilian experience with equivalent responsibilities that reinforces and complements military leadership.
- Prior group Senior Enlisted Leader, wing CCM, or state CCM experience; candidates without this must include an endorsement memo from their current wing or state CCM.

#### **Education:**

- CCAF or civilian Associate's degree or above.

**INSTRUCTIONS FOR APPLYING:**

Submit the following to Major Chelsi Johnson, NGDC-MPMO, at [chelsi.johnson@us.af.mil](mailto:chelsi.johnson@us.af.mil) Consolidate all items into one PDF document (do NOT use portfolio format) titled: CY25 State CCM, *Last Name, First Name- State* (ex. CY25 State CCM, Schonberg, David-DC).

- a. Application Letter (example below)
- b. Official AF Biography
- c. Civilian/military resume
- d. vMPF RIP (no later than 60 days)
- e. Current Fitness Tracker Report showing fitness results and fitness history
- f. Last five EPRs
- g. OPTIONAL Letter of Recommendation (two maximum)

**CLOSE OUT DATE:** Applications must be submitted by COB 14 August 2025.

Please direct questions concerning this position to Command Sergeant Major Ronald Smith, Jr. at (202) 685-9801, or via e-mail to [ronald.l.smith59.mil@army.mil](mailto:ronald.l.smith59.mil@army.mil), or Command Chief Master Sergeant Sean M. Larson, at (202) 309-8325, [sean.larson@us.af.mil](mailto:sean.larson@us.af.mil).

**APPLICATION LETTER EXAMPLE FORMAT**  
**(Ensure format matches Tongue and Quill)**

MEMORANDUM FOR NGDC-CG

FROM: ORG/SYMBOL

Street Address

City ST 12345-6789

SUBJECT: State Command Chief Master Sergeant Position

*(Complete the following questions and statements as completely as possible. Use your own forms and/or additional sheets as necessary for clarity and appearance.)*

1. Indicate why your past achievements/performance makes you qualified for the position of the state CCM.
2. Why do you believe that you will be successful in the performance as a state CCM?
3. What is your strongest leadership characteristic and why?
4. Indicate your breadth of experience, both civilian and military, that will give you an edge in the position of state CCM.
5. What are the professional competencies/skills that you bring to this position?
6. What are some of your notable achievements?
7. What do you value most in the Air National Guard and in your personal life?
8. What is your educational background and plans for any future formal education?
9. What, in your opinion, are the issues, strengths and weaknesses facing the DCANG over the next two years?
10. Please describe any joint and Domestic Operations experience you have?

I, NAME, understand that the state Command Chief Master Sergeant position of the DCANG is a position of significant trust, responsibility, and influence, and I am committed to making the personal time available to serve.

NAME, RANK, ANG  
Duty Title