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**Personnel**

**CHIEF MASTER SERGEANT OF THE AIR  
FORCE AND COMMAND CHIEF MASTER  
SERGEANT PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(CMSAF Frederick J. Finch)  
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This instruction establishes the selection and approval authority for the position of Chief Master Sergeant of the Air Force (CMSAF) and Command Chief Master Sergeant (CCM) positions. This instruction carries out Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*. (Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, Volume 1, Publications Management Program, and in coordination with HQ AFPC/DPAC).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This instruction substantially revises AFI 36-2109, 1 Jul 97. It establishes the term "Command Chief Master Sergeant" (formerly known as Senior Enlisted Advisor) and explains the position, responsibilities, and selection process for Command Chief Master Sergeants.

**1. Description.** The CMSAF and CCM positions are reserved exclusively for experienced chief master sergeants and are aligned with senior levels of command. These positions carry a broad scope of responsibility and influence over the Air Force enlisted corps. The office of the Chief Master Sergeant of the Air Force represents the highest level of enlisted leadership, and as such, provides the direction for the enlisted corps and represents their interests, as appropriate, to the American public and to those in all levels of government. Chief master sergeants selected to serve in a Command Chief Master Sergeant position become the enlisted focal point for their commander and exercise general leadership for all enlisted programs, people, and issues within their respective organizations.

**2. Chief Master Sergeant of the Air Force (CMSAF)**

**2.1. Position .**

2.1.1. The CMSAF is the senior enlisted member in the Air Force.

2.1.2. The Chief of Staff, USAF, will select a chief master sergeant to perform duties as the CMSAF. Tenure of the CMSAF is determined by the Chief of Staff. "Chief Master Sergeant of the Air Force" is a distinctive rank and the proper term of address is "Chief Master Sergeant of the Air Force" or "Chief".

2.1.3. HQ AFPC/DPAC will notify the losing military personnel flight (MPF) to publish orders assigning the CMSAF and announce promotion to the rank of CMSAF.

2.1.4. The special basic and retired pay rates for the CMSAF are set by law. Due to the nature of this key position, the CMSAF will normally retire upon completion of the assignment

2.1.5. The Reporting Identifier for the CMSAF is 9C000.

**2.2. Duties and Responsibilities.** The CMSAF serves as the personal advisor to the Air Force Chief of Staff and the Secretary of the Air Force on all issues regarding the welfare, readiness, morale, proper utilization, and progress of the enlisted force. Additionally he/she:

2.2.1. Travels extensively to discuss Air Force concerns with enlisted members in the field.

2.2.2. Serves on boards and committees for numerous organizations affecting Air Force members.

2.2.3. Testifies before Congress and meets with members in all levels of government to discuss Air Force issues and concerns.

2.2.4. Represents the Air Force enlisted corps to the American public, professional organizations, and the media.

2.2.5. Serves as the functional manager for command chief master sergeants serving in Reporting Identifier 9E000.

2.2.6. Manages the Air Force Order of the Sword Program.

2.2.7. Performs other duties and manages programs as directed by the Air Force Chief of Staff.

### **3. Command Chief Master Sergeant (CCM)**

#### **3.1. Position.**

3.1.1. Major Commands (MAJCOMs) may establish CCM positions only as follows:

3.1.1.1. One CCM for each MAJCOM headquarters.

3.1.1.2. One CCM per State Headquarters (Air National Guard only).

3.1.1.3. One CCM for each Numbered Air Force (NAF) and Center HQs if the NAF/Center has one or more geographically separated wings and an authorized enlisted population exceeding 1000 within those wings.

3.1.1.3.1. When a NAF/Center not authorized a CCM is located at an installation with a host wing, the command may use the installation CCM for the NAF/Center rather than the host wing.

3.1.1.4. One CCM per installation host wing.

3.1.1.5. One CCM per Air National Guard and Air Force Reserve Command Wing

3.1.1.6. One CCM per tenant wing provided their authorized enlisted population exceeds 1000.

3.1.2. Joint Agencies (DoD), Air Force Field Operating Agencies, and Air Force Direct Reporting Units with an enlisted population exceeding 1000 may establish a CCM position. Process requests through HQ AFPC/DPAC to HQ USAF/DP with coordination through HQ USAF/XP/CCC.

3.1.3. US Unified Commands (USCENTCOM, USEUCOM, USJFCOM, USPACOM, USSO-COM, USSOUTHCOM, USSPACECOM, USTRANSCOM, USSTRATCOM) may request an Air Force CCM to perform duties as their "Senior Enlisted Advisor." Process requests through HQ AFPC/DPAC to HQ USAF/DP with coordination through HQ USAF/XP/CCC.

3.1.4. HQ USAF/XP/DP/CCC will review all CCM authorizations every two years to ensure they continue to meet established guidelines.

3.1.5. HQ AFPC/DPAC approves the award of Reporting Identifier 9E000 and the duty title "Command Chief Master Sergeant." Approved CCMs will wear the distinctive chevrons.

3.1.6. The duty title "Command Chief Master Sergeant" and the distinctive CCM chevron will be used only by chief master sergeants awarded Reporting Identifier 9E000 who are currently assigned to a valid CCM authorization. The proper term of address is "Chief Master Sergeant" or "Chief".

3.1.6.1. Unless working in Reporting Identifier 9E000 in one of the US Unified Commands, Air Force enlisted members are prohibited from using the duty title "Senior Enlisted Advisor." It is a title commonly used to identify CCMs and their sister service equivalents within the joint environment.

3.1.6.2. Retiring Chief Master Sergeants whose terminal assignment is in an authorized CCM position may continue to wear the distinctive chevron on all occasions where the wear of the uniform is appropriate, according to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.

3.1.7. All approved CCM positions will use "CCC" as the standard functional address symbol (except those in Unified Commands)

3.1.8. Organizations establishing new CCM positions must ensure those office symbols are included in Address Indicating Group (AIG) 9360.

3.1.9. CCMs serving in Reporting Identifier 9E000 and performing duties in an authorized position are eligible to receive Special Duty Assignment Pay (SDAP) Level 3. Those serving in an additional duty or temporary capacity are ineligible to receive SDAP.

## **3.2. CCM Selection Process.**

**3.2.1. Eligibility** . Command Chief Master Sergeants (CCMs) are the key enlisted leaders in the organization and have a significant impact on the readiness of the enlisted force. Chief master sergeants selected for CCM duty must be exceptionally well qualified with a broad breadth of experience and significant supervisory/leadership experience and:

3.2.1.1. Have a minimum of 1 year time-in-grade as a chief master sergeant on the effective date of their screening board (active duty only).

3.2.1.2. Be within weight/body fat/physical fitness standards and project an overall image that

exceeds minimum standards.

3.2.1.3. Possess a proven ability to effectively communicate with subordinates, peers, and superiors.

### **3.2.2. Active Duty Procedures Using the Central Screening Board.**

3.2.2.1. HQ AFPC is responsible for conducting an annual CCM screening board to create a candidate list for upcoming CCM vacancies.

3.2.2.2. HQ AFPC/DPAC is the office of primary responsibility for the screening board process and will determine the projected number of CCM candidates required prior to the start of the screening board. Additionally, they will conduct an annual CCM Orientation for those selected as CCM candidates by the screening board.

3.2.2.3. Upon call from HQ AFPC, senior raters nominate those CMSgts within their command who are interested and well- suited for CCM duty.

3.2.2.4. Once HQ AFPC announces the candidate list, selected CMSgts provide HQ AFPC/DPAC a list of assignment preferences. Preferences may be modified throughout the year.

3.2.2.5. Currently serving CCMs are exempt from the screening board process and may add their name to the candidate list provided they are available for reassignment and obtain their commander's concurrence. Former CCMs must recompute through the screening board process. However, CMSgts departing CCM duty may keep their name on the candidate list until the following annual screening board.

3.2.2.6. CMSgts must recompute through the screening board process if not selected within two years or are removed from the candidate list either for cause or through self-elimination.

3.2.2.7. HQ AFPC/DPAC will notify all candidates/currently serving CCMs when projected vacancies are known to allow for assignment preference modification.

3.2.2.8. CMSgts on the CCM candidate list remain eligible for other assignment/personnel actions in their current CEM Code.

3.2.2.9. Hiring commanders will normally work with HQ AFPC/DPAC to obtain a tailored list of candidates based on assignment preferences, background and/or desired experiences. They may, however, review the entire candidate list and contact anyone on it.

3.2.2.10. Hiring commanders are expected to select CCMs from the candidate list. In rare circumstances they may select a CMSgt from outside the list with the approval of their MAJ-COM commander.

3.2.2.11. CMSgts who decline selection for a specific CCM assignment will normally be removed from the candidate list.

3.2.2.12. HQ AFPC/DPAC is responsible for approving and announcing all CCM selections.

**3.2.3. Reserve Component Selection Process.** The Commander of Air Force Reserve Command and the Director of the Air National Guard may establish other selection criteria and set procedures to meet the needs of their respective organizations.

### **3.3. CCM Nominations to Unified Commands.**

3.3.1. CCM candidates may be considered for Unified Command senior enlisted advisor positions.

3.3.2. HQ USAF/DP/CCC will coordinate on all Air Force nominations for Unified Command senior enlisted advisor positions.

3.3.3. If an Air Force nominee is selected as the Unified Command senior enlisted advisor, HQ USAF/DP/XP/CCC will coordinate actions to establish an Air Force CMSgt authorization for the position.

**3.4. Tenure.** Tenure for CCMs is at the discretion of the organizational commander (normally 2-4 years).

3.4.1. CONUS based CCMs (active duty) will be placed in Assignment Availability Code (AAC) 45 for 2 years to provide stability. Commanders may request additional extensions in 1-year increments at their discretion. All extensions must be coordinated with HQ AFPC/DPAC who will work closely with commanders to return CCMs to their previously awarded specialty upon completion of the CCM tour.

3.4.2. Tenure for Air Force CCMs serving as Unified Command senior enlisted advisors is at the discretion of the respective commander-in-chief.

3.5. When necessary, commanders may appoint an interim CCM for a maximum of 90 days. Interim CCMs will not wear the distinctive chevron and are ineligible for CCM SDAP.

**3.6. Duties and Responsibilities :** CCMs advise commanders on matters impacting the enlisted force such as proper utilization, quality of enlisted leadership, management/supervisor training, operations tempo, and quality of life. Additionally, they:

3.6.1. Monitor compliance with Air Force standards, serve on advisory councils, and maintain a close relationship with the local community.

3.6.2. Maintain liaison between their commander, the enlisted force, and staff members.

3.6.3. Communicate with commanders on problems, concerns, morale, and attitudes of the enlisted force.

3.6.4. Ensure their commander's policies are known and understood by the enlisted force.

3.6.5. Identify and assess factors impacting morale and well being of the enlisted force and provide their commander with recommendations to resolve problems.

3.6.6. Establish and maintain rapport with other commanders and CCMs.

3.6.7. Evaluate the quality of enlisted leadership, management, and supervisory training by visiting professional military education (PME) facilities, First Term Airman Centers (FTACs), SNCO/NCO enhancement seminars and orientation courses and reviewing the curricula and effectiveness of these programs.

3.6.8. Monitor compliance with Air Force standards of conduct, performance, and appearance.

3.6.9. Serve as the functional manager for assigned first sergeants. As the functional manager, they

3.6.9.1. Screen first sergeant nominees for consideration by selection boards according to requirements and procedures outlined in AFI 36-2113 (*The First Sergeant*).

3.6.9.2. Coordinate with unit commanders for initial and rotational assignments IAW AFI 36-2113

3.6.9.3. Assign first sergeant AEF/contingency taskings IAW AFI 36-2113.

3.6.9.4. Participate in first sergeant councils and ensure they are effective in supporting the mission and people.

3.6.10. Advise base councils and report to their commander on the direction, progress, and problems concerning council activity.

3.6.11. Serve as a liaison with the local community and represent their commander at selected civilian functions.

3.6.12. Serve on boards such as SrA Below-the-Zone, first sergeant selection, and quarterly/annual recognition programs.

3.6.13. Perform other duties as required/directed by their commander.

### **3.7. Housing.**

3.7.1. CCMs are considered key and mission essential personnel. As such, they will normally reside on the military installation (AFI 32-6001, para. 3.2).

3.7.2. Commanders should maintain dedicated CCM housing on the installation that is appropriate for their duties and responsibilities.

RICHARD E. BROWN, III, Lt General, USAF  
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**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1304.21, Award of Enlisted Personnel Bonuses and Special Duty Pay, 2 Aug 1984  
AFI 32 - 6001 – Family Housing Management  
AFI 36 - 21, Utilization and Classification of Air Force Military Personnel  
AFI 36 - 2113, The First Sergeant  
AFI 36 – 2903, Dress and Personal Appearance of Air Force Personnel  
AFI 40 – 502, The Weight Management Program

***Abbreviations and Acronyms***

**AAC**—Assignment Availability Code  
**AEF**—Air Expeditionary Force  
**AFPC**—Air Force Personnel Center  
**AFRC**—Air Force Reserve Command  
**AIG**—Address Indicating Group  
**ANG**—Air National Guard  
**CC**—Commander  
**CCM**—Command Chief Master Sergeant  
**CEM**—Chief Enlisted Manager  
**CMSAF**—Chief Master Sergeant of the Air Force  
**CMSgt**—Chief Master Sergeant  
**CONUS**—Continental United States  
**DoD**—Department of Defense  
**FTAC**—First Term Airman Center  
**MAJCOM**—Major Air Command  
**NAF**—Numbered Air Force  
**NCO**—Noncommissioned Officer  
**PME**—Professional Military Education  
**SDAP**—Special Duty Assignment Pay  
**SNCO**—Senior Noncommissioned Officer