

# FIRST SERGEANT VACANCY ANNOUNCEMENT

<b>NEW YORK AIR NATIONAL GUARD</b> <b>106<sup>th</sup> RESCUE WING</b> F.S. Gabreski Airport 150 Old Riverhead Road Westhampton Beach, NY 11978-1201	<b>ANNOUNCEMENT #:</b> 20-08
	<b>DATE:</b> 06 February 2020
	<b>CLOSING DATE:</b> <b>09 March 2020</b>
<b>UNIT:</b> 106 <sup>th</sup> Mission Support Group	<b>AFSC:</b> 8F000
<b>MAX AVAILABLE GRADE:</b> MSgt	<b>AREA OF CONSIDERATION:</b> <b>Nationwide</b> All Technicians and DSGs E-7 and E-6s that are promotable to E7 may apply.
<b>POSITION TITLE:</b> FIRST SERGEANT	

## SPECIALTY SUMMARY

Serves as the commander's advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Related DoD Occupational Group: 152100.

## QUALIFICATIONS AND SELECTION FACTORS:

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applicants are subject to review by the FSS to ensure all mandatory requirements are met, as outlined in applicable regulations, applicants must meet a board.
- The requirements and qualifications prescribed in this announcement are the minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in applicable regulations.

## MINIMUM QUALIFICATIONS:

All minimum qualifications as identified in AFI 36-2113 including but not limited to the following:

- Must have or be able to attain 36 months of retainability.
- Must have overall EPR rating of 5 and/or have "Exceeded Some" expectations and/or "Exceeded Most" expectations on the last 3 performance reports. No referral reports in the past 3 years.
- Must never have been convicted or adversely adjudicated by a civilian court for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- No convictions by a civilian court except for minor traffic violations.
- Must never have been convicted by a general, special, or summary courts-martial. Not have received non-judicial punishment under the Uniform Code of Military Justice in the past 3 years.
- No record of disciplinary action [LOC, LOA, LOR, Art 15] for engaging in an unprofessional or inappropriate relationship as defined by AFI 36-2909, documented failures to exercise sound leadership principals, or for any sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- For initial application, the member 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 or exceptions from any component.
- Must possess a 7 or 9 skill level awarded AFSC. Must not be projected to reach 6 years of non-performance in the awarded AFSC during the initial 3 year tenure as a first sergeant.

## SELECTION BOARD:

A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear.

**SEE REVERSE**

## **EDUCATION/ADDITIONAL QUALIFICATIONS**

- Must have completed the USAF Senior NCO Academy Course. ARC members must immediately enroll in the correspondence course upon selection if not already enrolled/completed, and must complete the course within 12 months after attending the First Sergeants Academy.
- If not already completed, must complete a Community College of the Air Force Degree within 18 months of completing First Sergeants Academy.
- Should not already be serving in a SDI.
- Completion of the First Sergeants Academy is mandatory.
- As a condition of promotion under the retraining program, the member must sign a statement agreement to attend USAF First Sergeants Academy within 12 months of assignment as first sergeant. Failure to complete the requirement will result in removal from the First Sergeant Position and immediate demotion.

## **KNOWLEDGE:**

Knowledge is mandatory of personnel management with emphasis on quality force indicators, personnel, and administration, military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques.

## **DUTIES & RESPONSIBILITIES:**

All duties and responsibilities identified in AFI 36-2113 including but not limited to the following:

- Provides the Commander a mission-ready force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact Airmen readiness. Prepares personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the Commander.
- Advises the Commander on a wide range of topics including the health, spirit de corps, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned Airmen. Assists the commander in preparation and execution of unit training and information programs. Attends staff meetings. Represents the commander at base meetings and councils and when conducting tours through unit areas.
- Ensures supervisors set an appropriate example for subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, and commander. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety and sanitation.
- Performs quality force review and ensures timely processing of performance reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions.
- Works closely with the Command Chief Master Sergeant to ensure Airmen understand and are prepared to execute the mission. Develops and executes specific goals, plans and objectives to address issues related to Airmen.

## **APPLICATION PROCEDURES:**

Applicants will prepare and forward a Resume, vMPF Records Review (RIP), last (3) three EPRs and Air Force Fitness Management System Individual Fitness Report. Limit letters of recommendation to no more than 3.

**THIS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS OF CLOSING DATE OF APPLICATION.**

Questions may be directed to 1st Lt. Douglas Duncan by e-mail to [douglas.j.duncan5.mil@mail.mil](mailto:douglas.j.duncan5.mil@mail.mil)

## **APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL**

Please e-mail your packages to 1st Lt. Douglas Duncan at  
[douglas.j.duncan5.mil@mail.mil](mailto:douglas.j.duncan5.mil@mail.mil)

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