

FIRST SERGEANT VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD 106th RESCUE WING

F.S. Gabreski Airport
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201

ANNOUNCEMENT #: 21-02

DATE: 9 APR 2021

CLOSING DATE: 15 MAY 2021

UNIT: 106th Medical Group

AFSC: 8F000

MAX AVAILABLE GRADE: E-7/MSgt

POSITION TITLE: FIRST SERGEANT

AREA OF CONSIDERATION: NATIONWIDE
All Technicians and DSGs E-7 and E-6's that are promotable to E-7 may apply.

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 & SPECAT Guide including but not limited to the following:

- Attend and complete the FSA within 1 year of assignment into 8F000 SDI.
- Must have or be able to obtain 48 months of retainability, from the First Sergeant Academy graduation date
- Must have the ability to speak distinctly and be able to effectively communicate.
- Minimum physical profile of 333231 and not have an Assignment Limitation Code (ALC) of C-3.
- Must have an overall performance assessment rating of *"Exceeded most, if not all expectations (LC)"* or *"Exceeded some, but not all expectations (AC)"*. Only the last three EPRs are considered for the selection process.
- No convictions by a civilian court except for minor traffic violations.
- Never been convicted by a general, special, or summary courts-martial. Not received Non-judicial punishment under the Uniform Code of Military Justice in the past three years. Never received any type of military or civilian punishment or disciplinary action for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or repeat offenders for lesser offenses of those listed.
- No record of disciplinary action for engaging in an unprofessional or inappropriate relationship as defined in 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.
- Must have scored 75 or above on last fitness test, no failure on any portion within the last 12 months. Current fitness test must be valid through in-residence First Sergeant Academy graduation.
- 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 4-year tenure as a first sergeant.
- Should not already be serving in a SDI.

EDUCATION/ADDITIONAL QUALIFICATIONS:

- Have a CCAF degree or civilian equivalent Associates degree/no PME requirement.
- 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 & SPECAT Guide including but not limited to the following:

- Serves as a key advisor to the commander on all matters concerning assigned personnel and advises the commander on subjects the commander deems appropriate.
- Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils and when conducting tours through unit areas.
- Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit. This includes working closely with law enforcement and the legal office.
- Develops a professional relationship and works with unit superintendents on matters concerning the welfare and readiness of the unit. Works with SNCOs and supervisors to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring and welfare needs of the force are met. 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, commander and appropriate base agencies. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony and safety. Supports and promotes professional military education activities. Corrects conduct prejudicial to good order and discipline.
- Performs quality reviews on awards, decorations, promotions, reenlistments, classifications, performance reports, quality control and disciplinary actions as directed by the commander.
- 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. Maintains personal readiness and works closely with the UDM to ensure all unit members are prepared to deploy. At deployed locations, the first sergeant must render the necessary leadership to provide and sustain a mission-ready force for the commander.
- Engages in a personal fitness routine and maintains fitness standards in accordance with AFI 36-2905, *Fitness Program*. Exercise Comprehensive Airman Fitness principles in accordance with AFI 90-5001, *Integrated Resilience*.
- Engages with installation support agencies and serves as a liaison for the commander and unit members.

APPLICATION PROCEDURES:

Applicants will prepare and forward the following in 1 PDF titled **VAXX-XX_LAST_FIRST** (i.e. **VA21-01_Smith_Jane**):

- Resume
- vMPF Records Review (RIP)
- Last (3) three EPRs
- Air Force Fitness Management System Individual Fitness Report
- AF IMT 422A

*Limit letters of recommendation to no more than 3.

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

Questions may be directed to SMSgt Rebecca Katt by e-mail to rebecca.katt@us.af.mil

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.

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

Please e-mail your packages to SMSgt Rebecca Katt at
rebecca.katt@us.af.mil

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