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| **Security Forces First Sergeant Vacancy Announcement**  **( DSG Enlisted )** | | | | |
| **NEW YORK AIR NATIONAL GUARD**  **AIR NATIONAL GUARD BASE**  109th Airlift Wing  Stratton Air National Guard Base  Scotia, NY 12302-9752 | **ANNOUNCEMENT NO:** | | | 22-01 |
| **DATE:** | 19 October 2021 | | |
| **CLOSING DATE:** | | 20 December 2021 | |
| **UNIT:**  109th SFS  Stratton ANGB Scotia, NY 12302-9752 | **AFSC:** | 8F000 | | |
| **MAX AVAILABLE GRADE:** E-7/MSgt | **AREA OF CONSIDERATION:** **NATIONWIDE**:  All Traditional Guardsman (includes technicians) who meet the basic qualifications for this position. | | | |
| **POSITION TITLE:** First Sergeant |
| **QUALIFICATIONS AND SELECTION FACTORS:**   * Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin. * The requirements and qualifications prescribed in this announcement are minimum for nomination consideration. * Family Association: First sergeants will not be assigned to the same unit with his or her own military family member in accordance with ANGI 36-2101, *Assignments In The Air National Guard*. * All candidates must notify their chain of command before applying. * All candidates MUST have a current fitness assessment, 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 exemptions, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.   **DUTIES AND RESPOSIBILITIES** (*IAW the current AFECD – 31OCT2021)*  - 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, esprit 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 (e.g. commander’s call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas.  - Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring, and welfare of the force are met. Ensures supervisors set an appropriate example for the 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, commander and appropriate base agencies. Maintains liaison with base agencies to ensure availability of services for unit members. 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. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.  - Assists personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Makes frequent contact with unit members at work, housing and recreation areas.  - Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for and issues or conditions, which have the potential to negatively impact readiness, are resolved.  - Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty. Performs quality force review and ensures timely processing of performances 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. | | | | |

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| **SPECIALTY SUMMARY** *(As outlined in the current AFECD - 31OCT2021)*  This position is a traditional Guard requirement. This individual will serve 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 Subgroup: 152100. |
| **MANDATORY REQUIREMENTS**   * Knowledge is mandatory of personnel management with emphasis on quality force indicators, personnel, administration, military training, Air Force organization, drill and ceremonies, customs and courtesies, sanitation and hygiene, military justice, and counseling techniques. * For entry into this SDI, completion of high school or general education development equivalency, and USAF Noncommissioned Officer Academy Course (in residence or correspondence) is mandatory. * Selected individual must have an ASVAB Administrative score of at least 41 or a General score of at least 62. * For retention of this SDI, completion of the First Sergeant's Academy within 12 months of assignment is mandatory. |
| **SPECIAL QUALIFICATIONS**   * Ability to speak distinctly. * Prior qualification at the 7 skill level in any AFSC. * Members who are MSgt or TSgt promotable to MSgt by the close of the Vacancy Announcement IAW ANGI 36-2502 must be promoted immediately upon selection and subsequent assignment to the position. As a condition of promotion under the retraining program, the member must sign the following statement “I agree to attend the FSA within 12 months of my assignment as first sergeant and remain in the position for a minimum of 3 years. Failure to complete this requirement will result in my removal from the first sergeant position and immediate demotion.” * ANG Fulltime personnel seeking first sergeant candidacy will not use this SDI for promotion purposes, as they must already be in the grade equivalency level, per ANGI 36-2101 and TPR 303. * Highly desireable for ARC Airmen must immediately enroll in the SNCOA correspondence course upon selection for First Sergeant Duty (if not currently enrolled/complete). * Highly desireable to possess a Community College of the Air Force degree. * Must meet other requirements IAW AFI 36-2113, Chapter 10. |
| **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.  Selecting Official is **Capt. Gregory Durrant** |
| **APPLICATION PROCEDURES**  Applicants will prepare and forward a resume, cover letter, records review rip, current EPR, fitness score sheet, and any other documentation to facilitate the selection process.  **Application must be received** **no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.** |
| **APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL**  **EMAIL:** [Jennifer.Cosme@us.af.mil](mailto:Jennifer.Cosme@us.af.mil)  **EMAIL:** [Brian.Bednar@us.af.mil](mailto:Brian.Bednar@us.af.mil)  **SUBJECT:** 22-01, SFS FIRST SERGEANT |