

# NONCOMMISSIONED OFFICER VACANCY ANNOUNCEMENT

## (Traditional Guardsman)

### NEW YORK

### AIR NATIONAL GUARD

107th Attack Wing  
9910 Blewett Avenue  
Niagara Falls, NY 14304-6001

### UNIT: 107 Operations Support Squadron

9910 Blewett Ave  
Niagara Falls, NY 14304-6001

POSITION TITLE: **First Sergeant**

MAX AVAILABLE GRADE: **MSgt**

ANNOUNCEMENT #: NF 22-09

DATE: 04 May 2022

CLOSING DATE: 25 May 2022

AFSC: 8F000

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AREA OF CONSIDERATION: **Technician and traditional guardsman only**

All candidates may apply who meet the basic qualifications for this position.

### SPECIALTY SUMMARY

(As outlined in AFECD Effective 30 April 2022)

**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.**

### DUTIES AND RESPONSIBILITIES

- 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.

### **SPECIALTY QUALIFICATIONS**

**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; military justice; and counseling techniques.

**EDUCATION:** *ARC Airmen must immediately enroll in the correspondence course upon selection for first sergeant duty (if not currently enrolled/complete), and must complete the course within 12 months after attending the First Sergeant Academy.*

**TRAINING:** For retention of this SDI, completion of the First Sergeant's Academy is mandatory

**OTHER:** The following are mandatory as indicated:

- Possess an awarded AFSC at the 7- or 9-skill level and not projected to reach six years of service outside of that AFSC during initial three-year tenure as a First Sergeant
- No referral EPRs in the last three years
- 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
- Not currently serving in a SDI
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty
- Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a first sergeant
- No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years
- Be highly motivated, have exceptional leadership and managerial skills
- No general, special, or summary courts-martial convictions
- No record of disciplinary action (Letter of Counseling, Letter of Admonishment, Letter of Reprimand, or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships or documented failures to exercise sound leadership principals

- No convictions by a civilian court except for minor traffic violations
- No military disciplinary/corrective action (LOC, LOA, LOR, or Article 15) 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
- Must not have an Assignment Limitation Code (ALC) of C-3

**For retention of this SDI, the following are mandatory while serving as First Sergeant:**

- No nonjudicial punishment under the Uniform Code of Military Justice
- Must maintain 8F000 qualifications IAW AFI 36-2113, The First Sergeant
- No more than one unsatisfactory physical fitness assessment
- Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security

**CCMs ensure Technical Sergeants (TSgts) selected for and interview are promotable in accordance with AFI 36-2502 and sign the following statement as a condition of promotion under the retraining program; “I acknowledge I am being selected to fill a first sergeant position and I am being promoted under the provisions of AFI 36-2502, Airman Promotion/Demotion Program, paragraph 3.4, before attending the First Sergeant Academy (FSA). I understand I must attend and successfully complete the FSA within one year of appointment as first sergeant and remain and successfully serve in the position a minimum of four years. My failure to complete this requirement will result in a demotion.”**

### **APPLICATION PROCEDURES**

Applicants will prepare and forward a cover letter, resume of military experience, official biography, v-MPF Record Review (RIP), Letter of Recommendation and MYFSS Fitness Test record no later than close of business on 25 May 2022; closing date of this vacancy announcement.

**Complete application package must be received no later than close of business on the closing date of the vacancy announcement. Incomplete packages will not be considered. For more information or questions contact MSgt Heather Miller at (716) 236-3627 or by e-mail at [heather.miller.33@us.af.mil](mailto:heather.miller.33@us.af.mil).**

**EMAIL APPLICATION TO:** [heather.miller.33@us.af.mil](mailto:heather.miller.33@us.af.mil)