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| **ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****174TH ATTACK WING****6001 EAST MOLLOY ROAD****SYRACUSE, NEW YORK 13211-7099** | **ANNOUNCEMENT #:** FY 22-15 |
| **DATE: 16 May 2022** |
| **CLOSING DATE: 15 July 2022** |
| **UNIT:** 152 AOG  | **AFSC:** 8F000 |
| **POSITION TITLE:** FIRST SERGEANT | **AREA OF CONSIDERATION: NATIONWIDE**All Technicians and DSGs, E-6’s that are promotable to E-7, and E-7’s |
| **SPECIALTY SUMMARY**(As outlined in AFECD, 31 Oct 2021)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 Subgroup: 152100. |
| **QUALIFICATIONS AND SELECTION FACTORS*** Selection for this position will be made without regard to race, religion, color, creed, gender or national origin.
* Applications are subject to review by the FSS and CCM 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 minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements.
* Technical Sergeants may be selected if eligible for promotion to Master Sergeant under the provisions of the Retaining Promotion Program in AFI 36-2502 and must be promoted prior to attending the USAF First Sergeants Academy. As a condition of promotion under the retaining program, the member must sign a statement of agreement to attend USAF First Sergeants Academy within 12 months of assignment as first sergeant. Failure to complete the requirement will result in removal for the First Sergeant position and immediate demotion.

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| **KNOWLEDGE:**Knowledge is mandatory on matters relating to health, morale, welfare, safety, legal, personnel, customs and courtesies, dress and personal appearance, administrative issues and a variety of other issues **TRAINING:**For retention of this SDI, completion of the First Sergeant's Academy within 12 months of selection is mandatory.**CLEARANCE:**Secret, as a minimum. TS/SCI is desirable(SEE REVERSED) |

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| **OTHER QUALIFICATIONS:****Training:** For retention of this SDI, completion of the First Sergeant's Academy is mandatory. **Duties and Responsibilities: *(ref AFI 36-2113 for full duties and responsibilities)**** Will strive to know all Airmen within the responsibility area, and stay attuned to their needs. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact readiness
* Will serve as a key advisor to the commander on all matters concerning enlisted Airmen, and will advise the commander on any other subjects as the commander deems appropriate.
* Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit
* Will be reasonably available for Airmen to seek counseling, mentoring and advice.
* Will participate in First Sergeant Council activities.
* Will perform quality reviews on enlisted performance reports, awards, decorations, promotions, classifications, quality control, and disciplinary actions
* Will maintain personal readiness and work closely with the UDM to ensure all unit members are prepared to deploy
* Will develop a professional relationship and work with unit superintendents on matters concerning the welfare and readiness of the unit
* Ensure 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 profession military education activities.
* Corrects conduct prejudicial to good order and discipline.
* Will be a viable part of the leadership team.

**Other:** The following is mandatory for entry into this SDI (reference AFI 36-2113 / Ch 3):* No overall enlisted performance report (EPR) rating of less than “Exceeded Some” expectations
* No referral EPR
* No more than one unsatisfactory physical fitness assessment while serving in the 8F000 SDI.
* Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
* Be highly motivated, have exceptional leadership and managerial skills.
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| **APPLICATION PROCEDURES:**Packages must be received no later than close of business on vacancy announcement closing date. Candidates will be notified of interview date and time. **Applicants will prepare and email an application package to include all of the following:** -Cover Letter-Resume-First Sergeants Endorsement Memo signed by the member’s Unit Commander for each position he/she wishes to be considered-vMPF Record Review -Air Force Fitness Management System Individual ReportCandidates will be notified of interview date and time. |
| **EMAIL APPLICATION TO BOTH:**rebecca.adamitis@us.af.mil and tracy.gallagher.1@us.af.mil Please contact SSgt Rebecca Adamitis (315-233-2149) or TSgt Tracy Gallagher (315-233-2623) with any questions. |