

## TRADITIONAL GUARD VACANCY ANNOUNCEMENT

<b>NEW YORK AIR NATIONAL GUARD</b> 107 <sup>th</sup> Attack Wing 9910 Blewett Ave Niagara Falls, NY 14103	<b>ANNOUNCEMENT#:</b>	<b>NF 24-22</b>
	<b>OPENING DATE:</b>	10 September 2024
	<b>CLOSING DATE:</b>	<b>04 November 2024</b>
<b>UNIT:</b> 222 <sup>nd</sup> CACS 1 Position	<b>AFSC: 8F000</b>	
<b>MAX AVAILABLE GRADE:</b> Min Grade: E-6 must be promotable to E7 Max Grade: E-7	<b>AREA OF CONSIDERATION: STATEWIDE:</b> All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG.	
<b>POSITION TITLE: FIRST SERGEANT</b>		
<b>SPECIALTY SUMMARY:</b> (As outlined in AFI 36-2101 and AF Enlisted Classification Directory) 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.		
<b>MINIMUM QUALIFICATIONS:</b> Must meet the minimum requirements as outlined in AFMAN36-2100.		
<b>SPECIALTY QUALIFICATIONS (IAW AFECD dated 30 April 2022 v3):</b>		
<b>KNOWLEDGE:</b> <u>The following knowledge is mandatory for the AFSCs indicated:</u> 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.		
<b>EDUCATION:</b> 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 FSA		
For entry into this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy is mandatory for RegAF Airmen. 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 FSA.		
<b>TRAINING:</b> <u>The following training is mandatory for the AFSCs indicated:</u> For retention of this SDI, completion of the First Sergeant's Academy is mandatory.		
<b>OTHER:</b> For entry into this SDI, the following are mandatory: 3.5.1.1. E-7 with 4 or more years from current/projected grade HYT. 3.5.1.2. 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. 3.5.1.5. No referral EPRs in the last three years. 3.5.1.6. 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.

3.5.1.7. Not currently serving in a SDI.

3.5.1.8. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

3.5.1.9. 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

3.5.1.10. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.

3.5.1.11. Be highly motivated, have exceptional leadership and managerial skills.

**DUTIES AND RESPONSIBILITIES:**

2.1. 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.

2.2. 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.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. 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.

2.7. 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.

**OTHER QUALIFICATIONS:**

No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for: 3.5.2.1. Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates; or

Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or documented failures (LOA, LOR or Article 15); or

Taking or failing to take action in situations, thereby exhibiting a lack of integrity; or  
A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ).

No convictions by a general, special or summary courts-martial.

No Unfavorable Information File.

Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.  
**NOTE:** Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.

No recorded evidence of substance abuse, emotional instability, personality disorder, or other unresolved mental health problems.

**APPLICATION PROCEDURES:** All applicants will prepare and forward the following no later than close of business on closing date either by email:

- 1 Page Letter of Intent
- Most Recent vMPF records review RIP
- Most current Physical Fitness Evaluation Report.
- Official Bio with/without Picture

### **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.

Technical Sergeants (TSgts) selected for and interview are promotable in accordance with DAFI 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 DAFI 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.”

**Selecting Official:** CCMSGT Camille Langenfeld

### **EMAIL APPLICATIONS PACKAGES TO THE FOLLOWING:**

**EMAIL:** Michael.Owczarczak@us.af.mil

**EMAIL:** Stasha.Peritore.1@us.af.mil

**SUBJECT:** NF 24-22, 107<sup>th</sup> 222 First Sergeant Position