|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advertisement Traditional Guard Vacancy Announcement  ( Enlisted ) | | | | |
| **NEW YORK AIR NATIONAL GUARD**  105th Airlift Wing  Stewart Air National Guard Base  Newburgh, NY 12550 | **ANNOUNCEMENT NO:** | | | FY25-109 |
| **DATE:** | 5 January 2025 | | |
| **CLOSING DATE:** | | 7 February 2025 | |
| **UNIT:** 105 MXS | **AFSC:** | 8F000 | | |
| **MAX AVAILABLE GRADE:** MSgt | **AREA OF CONSIDERATION:** All members who meet the qualifications for this position. Member must be MSgt promotable by closing date | | | |
| **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 DAFI 36-2110, *Total Force Assignments*. And AFI 36-2113 The First Sergeant. * All candidates must notify their chain of command before applying. * Must meet all Chapter 3 Eligibility Criteria requirements IAW AFI 36-2113, The First Sergeant. * Must attend First Sergeant Academy at the earliest possibility NLT 1 year from appointment. * Must serve in the position for a minimum of four 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.**  **Duties and Responsibilities:**  - Provides the commander a mission-ready enlisted force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the readiness of enlisted members. Prepares enlisted 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, wellbeing, career progression, professional development, and recognition of all assigned enlisted members. 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 enlisted 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, hygiene, and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.  - Assists enlisted 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. Make 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 enlisted members understand and are prepared to execute the mission. Develops and executes specific goals, plans, and objectives to address issues related to enlisted members. | | | | |

|  |
| --- |
| **SPECIALTY SUMMARY**  ( As outlined in AFI 36-2113 )  This position is a traditional guard requirement. Individual advises and assists the commander in managing unit activities,  and exercises general supervision over assigned enlisted personnel. Related DOD Occupational Subgroup: 152100. |
| **MANDATORY REQUIREMENTS.**   * 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. * Must not have an Assignment Limitation Code (ALC) of C-3. * No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years. * 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. * 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. * 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 24 months after attending the FSA. * For retention of this SDI, completion of the First Sergeant's Academy within 12 months of assignment is mandatory. |
| **SPECIAL QUALIFICATIONS**   * Must have the ability to speak distinctly and be able to effectively communicate. Be highly motivated and have exceptional leadership and managerial skills. * 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. No convictions by a civilian court except for minor traffic violations. * Members who are MSgt or TSgt promotable to MSgt by the close of the Vacancy Announcement IAW AFI 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 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.” * Must meet other requirements IAW AFI 36-2113. * This is a Drill Status Guardsman (DSG) positional vacancy only, Title 5, Title 32 and DSG’s are eligible to apply. AGRs are not eligible to apply at this time. Per ANGI 36-101, CNGBI 1400.25, Vol. 303 * Military technicians must obtain an exception to policy, prior to assignment to a first sergeant 8F000 position. |
| **INTERVIEW**   * Applicants will be informed in writing or telephonically of date and time to appear. * Selecting Official is **Major Michael A. Thompson, 105 MXS/CC.** |
| **APPLICATION PROCEDURES**  Applicants will prepare and forward a resume, cover letter, full VMPF records review rip, complete fitness report, 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 are due to the office of the Command Chief prior to close of business 7 February 2025. Submit complete applications to CMSgt Joseph Cincotta via email at joseph.cincotta@us.af.mil. |