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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 #:** HF FY25-08 |
| **DATE:** 21 February 2025 |
| **CLOSING DATE:** 06 April 2025 |
| **UNIT:** 174 AMXS  | **AFSC:** 8F000 |
| **POSITION TITLE:** FIRST SERGEANT | **AREA OF CONSIDERATION:** NATIONWIDETechnicians and DSGs E-7s and E-6s who are promotable to E-7 |
| **SPECIALTY SUMMARY**(As outlined in the current AFECD)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. |
| **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; counseling techniques. **EDUCATION:** ANG members must immediately enroll in the SNCOA correspondence course upon first sergeant selection (if not currently enrolled/complete) and must complete the course within 24-months from FSA graduation date. **TRAINING:** For award of this Special Duty Identifier, completion of the First Sergeant's Academy within 12 months of selection is mandatory. **CLEARANCE:** Secret, as a minimum. TS/SCI is desirable(Continued) |
| **OTHER QUALIFICATIONS:*****(see AFECD and AFI 36-2113 for additional duties, responsibilities, and qualifications)*****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 professional 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.
* 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.
* Exemplifies and is thoroughly familiar with military standards outlined in AFI 1-1, Air Force Standards, The Enlisted Force Structure and A Profession of Arms: Our Core Values.
* Works directly for the unit commander, no lower than the squadron level.
* When assigned to a unit with multiple first sergeants, works for the squadron commander and focuses on the specific area of responsibility assigned by the commander.
* Familiar with the unit(s), mission(s) and operations.
* Strives to know all personnel within their assigned unit and stay attuned to their needs.
* Available to respond 24 hours a day, 7 days a week and designate a trained and commander approved additional duty first sergeant during absences. Note: Traditional ARC first sergeants develop and coordinate a response plan with full-time unit personnel during periods when not in a duty status.
* Serves as a key advisor to the commander on all matters concerning assigned personnel and advises the commander on subjects the commander deems appropriate.
* Is available for personnel to seek counseling, mentoring and advice.
* Is not assigned additional duties. Temporary assignment of additional duties may be accomplished to avert mission failure.
* Operates outside the operational chain of command and does not assume rater or additional rater responsibilities. Exception: when there is absolutely no other available rater.
* Understands civilian personnel policy and labor laws if civilian employees are assigned to the unit.
* Participates in First Sergeant Council activities. Exceptions are for when mission related needs of the unit take precedence.
* Performs quality reviews on awards, decorations, promotions, reenlistments, classifications, performance reports, quality control and disciplinary actions as directed by the commander.
* Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit. This includes working closely with law enforcement and the legal office.
* Maintains personal readiness and works closely with the UDM to ensure all unit members are prepared to deploy.
* Engages with installation support agencies and serves as a liaison for the commander and unit members. Quickly becomes familiar with all support agencies upon arrival according to AFI 36-2113 Attachment 2 and strives to understand local administrative, personnel, services and legal policies.

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| **DUTIES AND RESPONSIBILITIES cont.:** * Develops a professional relationship and works with unit superintendents on matters concerning the welfare and readiness of the unit.
* Active and visible part of the leadership team.
* Develops a continuity program to ensure those fulfilling the duties of the unit first sergeant are successful.
* Provides recommendations to the commander and enlisted leadership on noncommissioned officers and SNCOs who demonstrate the ability to serve as a USAF first sergeant.
* Communicates with the First Sergeant Council for advice during critical moments or unique situations, especially for situations a first sergeant has not experienced.
* Works with the unit(s) key spouse(s) where applicable and strives to ensure the commander’s program is successful.
* Is available for needs of family members.
* Works with peers to ensure clear roles and lines of responsibility are defined in a unit with multiple first sergeants to ensure their efforts are complementary.
* Engages in a personal fitness routine and maintains fitness standards in accordance with DAFMAN 36-2905, Fitness Program.
* Exercises Comprehensive Airman Fitness principles in accordance with AFI 90-5001, Integrated Resilience.
* Meets with CCM 15-months prior to tenure concerning transition back to primary career field. Works with Career Field Managers regarding current certifications and training in career field.

**SPECIAL DUTY QUALIFICATIONS:**  **The following is mandatory for entry into this SDI:*** No record of “not ready now” on the last five years of evaluations.
* 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 Special Duty
* 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.
* 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.
* Be highly motivated, have exceptional leadership and managerial skills.
* Body composition not to exceed moderate risk category.

 **For retention of this SDI, the following are mandatory while serving as a first sergeant:*** No nonjudicial punishment under the Uniform Code of Military Justice during first sergeant tenure
* Must maintain 8F000 qualifications IAW AFI 36-2113, The First Sergeant.
* No rating of “not ready now” or a referral EPR/EPB during first sergeant tenure.
* No more than one physical fitness assessment under 80 during tenure as a first sergeant.
* Body composition not to exceed moderate risk category.
* Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and DAFMAN 17-1301, Computer Security

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| **APPLICATION PROCEDURES:**Packages must be received no later than close of business on vacancy announcement closing date. Candidates willbe notified of interview date and time.**Applicants will prepare and email an application package to include all the following:** * One page Letter of Intent
* Resume
* vMPF Record Review
* Air Force Fitness Management System Individual Report
* AF 422 Notification of Air Force Member's Qualification Status
* Official Biography w/photo
* Copy of last three (3) Enlisted Performance Briefs/Reports
* First Sergeant Endorsement Memo signed by the Unit Commander for each position consideration

**APPLICATION SUBMISSION:****An application package will not be accepted if it is incomplete, if it is not in one PDF document/portfolio, or if it is received after the close out date.*** Applicants will email the application package in one PDF document/portfolio to: JENNIFER.COTY@US.AF.MIL
* Direct any submission process questions to MSgt Jennifer Coty at JENNIFER.COTY@US.AF.MIL
* Direct any position-specific questions to CMSgt Sonja Williams at SONJA.WILLIAMS@US.AF.MIL
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