

## ENLISTED VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD**

174TH ATTACK WING  
6001 EAST MOLLOY ROAD  
SYRACUSE NY 13211-7099

**ANNOUNCEMENT:** HF FY 25-18**DATE:** 09 September 2025**CLOSING DATE:** 02 November 2025**UNIT:** 174 AMXS**AFSC:** 8F000**POSITION TITLE:**

FIRST SERGEANT

**AREA OF CONSIDERATION:** NATIONWIDE

Technicians 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; and counseling techniques.

**EDUCATION:**

ANG members are not required to possess a CCAF or equivalent upon entry into this SDI. 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 SDI, completion of the USAF First Sergeant Academy is mandatory.

**CLEARANCE:**

Secret, as a minimum. TS/SCI is desirable

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## **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.
- 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.

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## **DUTIES AND RESPONSIBILITIES cont.:**

- **For entry into this SDI, the following are mandatory:**

- E-7 with 4 or more years from current/projected grade HYT.
- 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 four-year tenure as a First Sergeant. NOTE: Career Enlisted Aviators only serve three-year initial tenures.
- No record of “not ready now” on the last 5 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.
- Be highly motivated, have exceptional leadership and managerial skills.
- Body composition not to exceed moderate risk category.
- See attachment 4 for additional entry requirements

## **SPECIAL DUTY QUALIFICATIONS:**

### **The following is mandatory for entry into this SDI:**

- 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 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 AFMAN 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 will be 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



1ST SGT  
ENDORSEMENT MEMO

## **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 their application package in one PDF document/portfolio to the Military Personnel Flight (MPF) customer service email: [174FSS.3F0-Personnel@us.af.mil](mailto:174FSS.3F0-Personnel@us.af.mil)
- Direct any submission process questions to the MPF customer service email: [174FSS.3F0-Personnel@us.af.mil](mailto:174FSS.3F0-Personnel@us.af.mil)
- Direct any position-specific questions to CMSgt Sonja A. Williams at [SONJA.WILLIAMS.1@US.AF.MIL](mailto:SONJA.WILLIAMS.1@US.AF.MIL)

