

***FIRST SERGEANT - AFSC 8F000
MILITARY POSITION VACANCY (DRILL STATUS)***

******CLOSEOUT DATE: 05 September 2026******

BOARD DATE: Date / Times TBD

POSITION START DATE: TBD

AUTHORIZED GRADE: MSGT (E-7)

DUTY STATUS: This is a Drill Status Guardsman (Traditional) position. Technicians May Apply and the Exception to Policy (ETP) is at the Wing level.

LOCATION: 109AW, Stratton Air National Guard Base, New York, USA

DUTIES:

Serves as the Commanders advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Reference: AFI 36-2113, *The First Sergeant* for a description of the role and responsibilities, DAFECD pg.'s. 321-322 and SPECAT, pg. 13.

MANDATORY QUALIFICATIONS

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; sanitation and hygiene; military justice; and counseling techniques.

MILITARY EDUCATION: Per the Department Air Force Enlisted Classification Directory (DAFECD), under Special Duty Qualifications, para. 3.2, pg. 321, members must immediately enroll in the Senior NCO Academy via correspondence upon selection and must complete within 24 months from date of graduation from the USAF First Sergeant Academy, if not previously completed.

Failure to complete SNCOA within the specified timeline will result in removal of the Diamond, to include returning to the previous Squadron and prior rank if selected as a TSgt.

Additionally, members who do not already possess a CCAF or associate's degree are encouraged to complete within 18 months of First Sergeant Academy graduation. Degree completion should be reflected in the members VMPF RIP.

Upon completion of the First Sergeant Academy, members will participate in continuing education through the Enlisted Development Opportunities and other development opportunities inside their Wing, State, Regional Enlisted Field Advisory Council (EFAC), etc.

TRAINING: Selectees must attend the USAF First Sergeant Academy (FSA) at the earliest possible opportunity, but not later than one year from the date of assignment. This requirement will not be waived. If the member does not attend the FSA within one year, the member must be removed from the First Sergeant position and returned to his or her previous AFSC (must sign written statement).

GRADE: Technical Sergeants who have met the promotion criteria for Master Sergeant may apply and can be selected for the position but must be immediately promotable. Once they are assigned as a

First Sergeant on the Unit Manning Document (UMD) they will be promoted, to include boarding as part of Wing SNCO board process. Double slotting is NOT authorized. Members must have a minimum of 4 years retainability to apply.

AFSC:

Qualification at the 7-skill level in any AFSC.

FITNESS:

Scored 80 or above on the last two fitness tests, or 90 or above on the most recent fitness test. No failure on any portion within the last 12 months or exemptions in any category will be accepted.

Must meet Air Force Standards of good physical health and all fitness assessments while serving as a First Sergeant will be 80 or above. No more than one unsatisfactory physical fitness assessment while serving in the 8F000 SDI. Fitness assessment must remain current through training while at the FSA.

Intense Physical Fitness sessions at the First Sergeant Academy are 5 days a week, to include frequent 2 mile runs and a diagnostic upon arrival.

PHYSICAL PROFILE:

Must provide an AF IMT 422A, Physical Profile-Serial Report (via SPECAT) and must not have an Assignment Limitation Code (ALC) of C-3 (via DAFECD).

OTHER:

- Must be highly motivated and capable of fulfilling the role of First Sergeant, per AFI 36-2113.
- The First Sergeant program is a 4-year program. Personnel must agree to serve a tenure of no less than 4 years after completion of the FSA. Additional period beyond 4 years is at the discretion and approval of the hiring authority and is not to exceed 6 years.
- Must be financially stable.
- Must have the ability to speak distinctly.
- Outstanding in appearance, military bearing, professional military image and conduct on/off duty.
- Must not have, nor bear the appearance of personal, marital or family problems that detract from the member's ability to effectively serve as a First Sergeant.
- Be highly motivated, 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. Substantiated investigation (IG) must be completed to meet quality force review requirements as verified by the unit First Sergeant and Commander (RRR and AMJAMS) which must accompany initial application.
- No record of disciplinary action for engaging in an unprofessional, inappropriate relationship or documented failures to exercise sound leadership principles.
- No convictions by a civilian court except for minor traffic violations.
- AGRs will not be assigned against First Sergeant Position unless there is a valid full-time requirement for a First Sergeant on the Unit Manning Document (UMD).

- All current U.S. Air Force Component Airmen may apply (Active, Reserve, Guard). Selection would be finalized on the condition of acceptance/enlistment into the Air National Guard.
- No rating of “not ready now” or a referral EPR/EPB during first sergeant tenure.
- Career Enlisted Aviators (CEA) may apply but require a FAC H waiver immediately upon FSA graduation, initiated by HARM’s Office. This is a 3-year waiver, with a 1-year maximum extension. Members may go beyond year 4 but will no longer be allowed to fly.

APPLICATION PROCEDURES:

Package will include:

- Official AF Biography with photo
- Letter of Recommendation from the Commander to include a closing statement reflecting “member is in good standing with no adverse administrative or disciplinary actions on record”
- Letter of Intent, not to exceed 1 page, stating why you possess the desire and skills to become a First Sergeant, on official Wing or Squadron letterhead and IAW AFI 33-337, *Tongue and Quill*
- VMPF Record Review
- Last 3 EPB’s
- Air Force Fitness Assessment (AFFMS) showing fitness history
- AF IMT 422A, Physical Profile-Serial Report
- Three letters of recommendation (all letters must be on Wing, Squadron, or civilian company letterhead)

Forward completed packages to: 109 AW/CCM, 109 AW/CCF and 109 AW/CCA

ATTN: CMSgt Vincent Fasano
Command Chief
vincent.fasano@us.af.mil

ATTN: SMSgt Nicole Cotugno
Wing First Sergeant
nicole.cotugno@us.af.mil

ATTN: Seth Bathrick
Wing Administrative Asst
seth.bathrick.1@us.af.mil

APPLICANT MUST MEET ALL REQUIREMENTS ON CLOSEOUT DATE OF JOB ANNOUNCEMENT.
Contact the Command Chief, Vincent Fasano at 518-344-2017 with any questions.