

FIRST SERGEANT VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
106th RESCUE WING
F.S. Gabreski Airport
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201

ANNOUNCEMENT #: FY26-01

POSTING DATE: 9 June 2026

CLOSING DATE: 2 August 2026

UNIT: 106th Rescue Wing (Unit TBD)

AFSC: 8F000

POSITION TITLE: First Sergeant

AREA OF CONSIDERATION:

Statewide, All Technicians and DSGs E-6 (promotable to E-7) & E-7

MAX AVAILABLE GRADE: E-7

DRILL STATUS ONLY - 1 Position available

SPECIALTY SUMMARY

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.

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.

SPECIAL DUTY QUALIFICATIONS:

- 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. DAFECD, 30 Apr 26317
- Be highly motivated, have exceptional leadership and managerial skills.
- Body composition does not exceed moderate risk category.
- 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.

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 nrolled/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

APPLICATION PROCEDURES:

Packages MUST be received no later than 2359 on the vacancy announcement closing date above*. Applicants will prepare and email their application package in one (1) PDF file (Portfolio format **WILL NOT BE ACCEPTED**). The file will be titled with the follow naming convention: FY26-XX LAST FIRST (ex. FY26-01 SMITH JOHN) and will include all the following contents**:

- Resume
- vMPF Records Review (RIP)
- Official Military Biography
- Last three (3) EPR’s or EPB
- myFitness Report
- AF IMT 422A
- Letter of Recommendation (Limited to 3)

ALL the above are required for the application package, unless otherwise stated

APPLICATION SUBMISSION:

Please email all applications to: 106FSS.Force.Management@us.af.mil. Packages accepted via **EMAIL ONLY!**

Applicants who submit their application during business hours will receive a confirmation email upon submission. Submissions outside of business hours will be confirmed the next business day.

* Packages that are late or not in a single PDF file will **NOT** be accepted.

**Incomplete submissions, missing any of the required contents detailed above, will not be considered.

Inquiries for the above position can be made to: Chief Edward Rittberg, 631-723-7183, edward.rittberg.1@us.af.mil

Send questions or concerns regarding the application process to: 106FSS.Force.Management@us.af.mil