

ENLISTED VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
174TH ATTACK WING
6001 EAST MOLLOY ROAD
SYRACUSE NY 13211-7099

ANNOUNCEMENT: HF FY 26-32

POSTING DATE: 28 JUL 26

CLOSING DATE: 27 AUG 26

UNIT: 138th ATKS

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; 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

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OTHER QUALIFICATIONS:

(see AFECDD 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.:**CUI**

- 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:

CUI

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
- Copy of last three (3) Enlisted Performance Briefs/Reports
- Official Biography w/photo
- 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
- Direct any submission process questions to the MPF customer service email: 174FSS.3F0-Personnel@us.af.mil
- Direct any position-specific questions to CMSgt Corey M. LaRock at COREY.LAROCK.1@US.AF.MIL, david.dinolfo@us.af.mil

***FIRST SERGEANT - AFSC 8F000
MILITARY POSITION VACANCY (DRILL STATUS)
****CLOSEOUT DATE: 27 AUG 2026****
BOARD DATE: 13 SEP 2026 – Times TBD
POSITION START DATE: TBD by position***

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: 174 ATKW, Hancock Field, Syracuse NY (1 position) 174 Operations Support Squadron, (1 position) 138th Attack Squadron

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 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 waist measurement and diagnostic upon arrival. Members will complete a diagnostic within 30 days of attending the course.

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.
- 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: 174 ATKW/CCM and 174 ATKW/CCF

ATTN: CMSgt Corey LaRock
Command Chief

corey.larock.1@us.af.mil

ATTN: SMSgt David Dinolfo
Wing First Sergeant

david.dinolfo@us.af.mil

APPLICANT MUST MEET ALL REQUIREMENTS ON CLOSEOUT DATE OF JOB ANNOUNCEMENT.

Contact the Command Chief, CMSgt Corey M. LaRock at 315-233-2102 with any questions.