

ENLISTED VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT#:

DATE: 30 Apr 15

CLOSING DATE: 8 June 15

UNIT: 222nd CACS

AFSC: 8F000

POSITION TITLE: FIRST SERGEANT

AREA OF CONSIDERATION:

Part-time MSgt's who are current members of the 174th, 152nd and GSU's. TSgt's that are promotable to MSgt may apply.
Must be eligible for a TS/SCI security clearance.

SPECIAL DUTY SUMMARY

(As outlined in AFECD)

Advises and assists the commander in maintaining discipline and standards. Provides guidance to assigned enlisted personnel on matters of leadership, military courtesy, personal appearance, self-discipline, and personal adherence to standards. Helps ensure all supervisors set an appropriate example for subordinates. Corrects conduct prejudicial to good order and discipline. Promotes welfare, morale, and health of enlisted personnel. Advises commander on status of unit morale and welfare, and promotes unit recreation and social programs. Councils enlisted personnel and takes action to resolve problems or complaints. Assists commander in preparing and presenting unit training and information programs. Attends staff meetings and assists commander's call. Helps enlisted personnel adapt to military environment and adjust to the organization and duty assignments. Monitors unit sponsorship program and conducts orientation programs for newly assigned enlisted personnel. Supports and promotes PME activities. Monitors unit administration. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions and duties, leaves and passes, and other absences from duty. Performs quality force review and ensures timely processing of performance reports, awards and decorations, favorable communications, promotions, demotions, classification actions, quality control actions, and disciplinary actions.

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 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 (FSA). 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.

EDUCATION: For entry into Special Duty Identifier (SDI), completion of high school or general educational development equivalency, and USAF Noncommissioned Officer Academy course (in residence or correspondence) is mandatory. NCOA must be complete prior to application.

(SEE REVERSE)

OTHER QUALIFICATIONS:

Knowledge and participation in the following is mandatory:

- Military standards outlined in AFI 1-1, AFI 36-2618 and the Air Force Core Values as well as other pertinent instructions.
- Monitoring unit sponsorship programs and conducts in-briefing for newly assigned personnel.
- Participate in First Sergeant Council activities.
- Perform quality reviews on enlisted performance reports, awards, decorations, promotions, classifications, quality control, and disciplinary actions.
- Work with fellow SNCOs and supervisors to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring and welfare of the enlisted force are met.
- Ensure training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony and safety. Supports and promotes profession military education activities.

Must meet minimum qualification standards as outlined in AFI 36-2113, to include:

Training / Education:

- For retention of this SDI, completion (within 12 months of assignment) of the First Sergeant's Academy in residence is mandatory.
- USAF Senior NCO Academy Course - must immediately enroll in the correspondence course upon selection for first sergeant duty (if not currently enrolled/complete), and must complete the course within 12 months after attending the FSA.
- Must possess a 7 or 9-skill level awarded AFSC.
- Members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA.

Other:

- Must speak distinctly and without speech impediments.
- For initial application, the member must have scored 80 or above on last two fitness tests or 90 and above on the most recent fitness test. No failure on any portion within the last 12 months or exemptions from any component.

APPLICATION PROCEDURES: Applicants will prepare and forward a Resume, with a cover letter for each position (unit) he/she wishes to be considered for. **No Later Than Close of Business of Closing Date of Application.** Candidates will be notified of interview date and time.

MAIL OR HAND DELIVER APPLICATION TO:

174TH FSS/DP
6001 EAST MOLLOY ROAD
HANCOCK FIELD
SYRACUSE, NY 13211-7099
(Attn: Lt Col Hisel)

DISTRIBUTION:

- All 174 Units
- Command Chief Master Sergeant