

ENLISTED VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT#: FY 16-28

DATE: 19 Sep 16

CLOSING DATE: 18 Oct 16

UNIT: 274th ASOS

AFSC: 8F000

POSITION TITLE: FIRST SERGEANT

AREA OF CONSIDERATION:

Part-time MSgt's currently members of the 174th, 152nd and GSU's. TSgt's that are promotable to MSgt may apply.

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. 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 this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy is mandatory. ARC members 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. .

(SEE REVERSE)

OTHER QUALIFICATIONS:

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

Training: For retention of this SDI, completion of the First Sergeant's Academy is mandatory.

Other: The following is mandatory for entry into this SDI:

- 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 three-year tenure as a First Sergeant.
- Approved candidate on the developmental special duty nomination list or ARC equivalent program
- Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on last 3 EPRs (N/A for ANG).
- 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 SDI.
- 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.
- Never received military disciplinary/corrective action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, 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.

APPLICATION PROCEDURES: Applicants will prepare and forward a Resume, vMPF Records Review (RIP), Air force Fitness Management System Individual Fitness Report, and an endorsement letter signed by their unit commander for each position (unit) he/she wishes to be considered for (Contact FSS Superintendent for template) **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: Maj Lantco)

DISTRIBUTION:

- All 174 Units
- Command Chief Master Sergeant