

# ENLISTED VACANCY ANNOUNCEMENT

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

**ANNOUNCEMENT#:** FY 15-02

**DATE:** 17 Oct 14

**CLOSING DATE:** 3 Nov 14

**UNIT:** 174 Civil Engineering Squadron

**AFSC:** 8F000

**POSITION TITLE:** FIRST SERGEANT

**AREA OF CONSIDERATION:**

Part-time and full-time MSGTs assigned the 174<sup>th</sup> ATKW. TSGTS 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 MPF and as 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 ANGI 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 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 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 (within 12 months of assignment) of the First Sergeant's Academy in residence is mandatory.

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

- Ability to speak distinctly,
- 7 or 9 skill level in any AFSC
- Applicant must have scored 80 on last 2 tests or 90 on most recent, w/no exemptions or failures in last 12 months.

**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. The interview time frame will be between 10-21 November.

**MAIL OR HAND DELIVER APPLICATION TO:**

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

**DISTRIBUTION:**

- All 174 Units
- Command Chief Master Sergeant