

NONCOMMISSIONED OFFICER VACANCY ANNOUNCEMENT

(Traditional Guardsman)

NEW YORK

AIR NATIONAL GUARD

107th Airlift Wing
9910 Blewett Avenue
Niagara Falls, NY 14304-6001

UNIT: **107th Civil Engineer Squadron**
Niagara Falls ARS, NY 14304-6001

POSITION TITLE: **First Sergeant**

MAX AVAILABLE GRADE: MSgt

SCHOOL TRAINING: 18 days no holiday/21 days
with holiday

ANNOUNCEMENT #: NF 14-22

DATE: 3 October 2014

CLOSING DATE: 16 November 2014

AFSC: 8F000

AREA OF CONSIDERATION: **STATEWIDE
Technicians and traditional guardsman only**

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(As outlined in AFI 36-2113 19 Dec 2007 and AFECD 31 October 2014 * Effective 22 July 2014)

Principal advisor to the commander on all issues related to the enlisted force; and exercises general supervision over assigned enlisted personnel. Related DoD Occupational Subgroup: 152100.

DUTIES AND RESPONSIBILITIES:

- Provides the commander a mission-ready enlisted force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the readiness of enlisted members. Prepares enlisted 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 enlisted members. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call).
- 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 enlisted force are met. 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 profession 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 enlisted members understand and are prepared to execute the mission. Develops and executes specific goals, plans, and objectives to address issues related to Airmen.

QUALIFICATIONS AND SELECTIONS 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 Commander. If all mandatory requirements are met, applicants must meet an Interview Board. The requirements and qualifications prescribed in this announcement are the minimum for this position.

SPECIALTY 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; military justice; and counseling techniques.

EDUCATION: For entry into this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy by correspondence are mandatory or in-residence. ANG members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA

OTHER: The following are mandatory as indicated: ability to speak distinctly, and prior qualification at the 7- or 9- skill level in any AFSC.

MINIMUM QUALIFICATIONS: IAW AFECDC and AFI 36-2113, Chapter 7

- Technical sergeants may be boarded for master sergeant positions only if they are eligible for promotion to master sergeant under the provisions of the retraining promotion program in ANGI 36-2502, *Promotion of Airmen, Air National Guard*, and
Must be promoted immediately upon assignment to the UMD position. As a condition of promotion under the retraining program, the member must sign the following statement; "I agree to attend the USAF First Sergeant Academy within 12 months of my assignment as first sergeant. Failure to complete this requirement will result in my removal from the first sergeant position and immediate demotion." MSgt selects will not attend the First Sergeant Academy until they assume the grade of MSgt.

- 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.
- 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.
- Personnel must agree to serve tenure of no less than 36 months from date of graduating from the FSA. If the member was a prior first sergeant, the tenure starts the day of assignment. At the end of a 3 year tour, the hiring authority and wing command chief will conduct a review of the first sergeant performance. Additional period beyond 3 years is at the discretion and approval of the hiring authority.

APPLICATION PROCEDURES:

Applicants will prepare and forward a cover letter, resume of military experience, v-MPF Record Review RIP, and current fitness test no later than close of business on 16 November 2014, closing date of this vacancy announcement.

Complete application package must be received no later than close-of business on the closing date of the vacancy announcement, 16 November 2014. Incomplete packages will not be considered. For more information or questions contact MSgt Melissa Shenefiel at (716) 236-3627 or by e-mail at Melissa.shenefiel@ang.af.mil

MAIL APPLICATION TO: 107TH AW FSS/FSM
 9910 Blewett Avenue
 Niagara Falls, NY 14304-6001
 ATTN: MSgt Melissa N. Shenefiel

Or Email Application To: 107AW.FSS.Customer.Service@ang.af.mil

DISTRIBUTION:

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