NONCOMMISSIONED OFFICER VACANCY ANNOUNCEMENT

(Traditional Guardsman)

NEW YORK
AIR NATIONAL GUARD
107th Airlift Wing
9910 Blewett Avenue
Niagara Falls, NY 14304-6001

UNIT: **107th Operations Support 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 16-4

DATE: 17 Dec 2015

CLOSING DATE: 11 Feb 2016

AFSC: 8F000

AREA OF CONSIDERATION: **Technicians and traditional guardsman only (Current 107th members only)**

All candidates may apply who meet the basic qualifications for this position.

SPECIALTY SUMMARY

(As outlined in AFI 36-2113 * Effective 18 November 2014) This list is not all inclusive

DUTIES AND RESPONSIBILITIES:

- Must exemplify and be thoroughly familiar with military standards outlined in AFI 1-1, AFI 36-2618 and the Air Force Core Values as well as other pertinent instructions.
- Will work directly for the unit commander, no lower than the squadron level. First Sergeants assigned at a Group or other higher level will be rated by that level commander, but will work for each squadron commander under their responsibility, and must adapt to the needs of each commander. If assigned to a multiple first sergeant unit, will work for the squadron commander, but focus on the specific area of responsibility assigned by the commander
- Will be intimately familiar with the unit(s) mission(s) and understand how the unit operates.
- Will strive to know all Airmen within the responsibility area, and stay attuned to their needs. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact readiness. Helps Airmen adapt to the military environment and adjust to the organization and duty assignments. Monitors unit sponsorship programs and conducts in-briefing for newly assigned personnel.
- Will serve as a key advisor to the commander on all matters concerning enlisted Airmen, and will advise the commander on any other subjects as the commander deems appropriate. **(T-1)**. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings
- Will be reasonably available for Airmen to seek counseling, mentoring and advice.
- Will maintain personal readiness and work closely with the UDM to ensure all unit members are prepared to deploy. Upon arrival at a deployed location, the first sergeant must render the necessary leadership to provide and sustain a mission-ready enlisted force for the commander.

- Will take the lead to ensure proper administration of nonjudicial and judicial actions concerning enlisted Airmen or as directed by the commander.
- Will engage installation support agencies and serve as a liaison for the commander and unit members. Must quickly become familiar with all support agencies upon arrival according to Attach 2 of this instruction, and strive to understand local policy to include administrative, personnel, services and legal.
- Will develop a professional relationship and work with unit superintendents on matters concerning the welfare and readiness of the unit. Will 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. Provide leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinate the resolution of complex problems with the supervisor, member, commander and appropriate base agencies. 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. Corrects conduct prejudicial to good order and discipline

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. Must not be projected to reach 6 years of non-performance in the awarded AFSC during the initial 3 year tenure as a first sergeant.

MINIMUM QUALIFICATIONS: AFI 36-2113

- ANG members who are MSgt or TSgt promotable to MSgt by the close of the vacancy announcement IAW ANGI 36-2502 must be promoted immediately upon selection and subsequent assignment to the position. As a condition of promotion under the retraining program, the member must sign the following statement; “I agree to attend the FSA within 12 months of my assignment as first sergeant and remain in the position for a minimum of 3 years. Failure to complete this requirement will result in my removal from the first sergeant position and immediate demotion.”

- ANG fulltime personnel seeking first sergeant candidacy will not use this SDI for promotion purposes, as they must already be in the grade equivalency level, per ANGI 36-2101 and TPR 303
- Must have or be able to attain 36 months of retainability.
- Candidates must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.
- No convictions by a civilian court except for minor traffic violations
- Must speak distinctly and without speech impediments.
- 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.
- Must be financially stable.
- For initial application, the member must have 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 from any component. Note: No current PT exemptions; except deployment and/or pregnancy. Deployed members will have a current complete assessment prior to attending the FSA
- Must have completed the USAF Senior NCO Academy Course. 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
- Must possess a 7 or 9-skill level awarded AFSC. Must not be projected to reach 6 years of non-performance in the awarded AFSC during the initial 3 year tenure as a first sergeant
- Should not be currently serving in a SDI. Exceptions to this require approval from the USAF First Sergeant Special Duty Manager for RegAF members, the ANG First Sergeant Functional Manager for ANG members and the AFR First Sergeant Functional Manager for reserve members

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 11 February 2016, 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. 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.n.shenefiel.mil@mail.mil

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

Or Email Application To: **usaf.ny.107-msg.list.fss-customer-service@mail,mil**

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