



DEPARTMENT OF THE ARMY
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
1 VAVALA WAY
NEW CASTLE DE 19720-2417

Announcement Number: 01-TRAD-26 **Closing Date:** 23 March 2026

Position Title/Unit: 1SG, 193rd RTI

Location: Bethany Beach Training Site, Bethany DE

Military Grade Range: Minimum SFC/E7 - Maximum MSG/E8

Military Requirements: The position advertised is designated as immaterial (00F5M). Selected individual must complete the Company Commander and First Sergeant Course (CCFSC) within 2 years of assuming 1SG duties.

Area of Consideration: Members of the Delaware Army National Guard, in the grade of E7 and E8.

General Requirements:

1. Current 1SG/E8 or MSG/E8.
2. Current SFC/E7 and graduate of Senior Leader Course (SLC).
3. Must be on the FY25 First Sergeant Best Qualified Roster.
4. Not recently or currently "Flagged from Favorable Personnel Actions" or "Barred from Reenlistment".
5. E8 AGR Soldiers who apply must be assigned to an equal graded E8 full-time support position and meet requirements referenced NGR 600-5, chapter 4-5, Leadership, and staff assignments.

Under the direction of the State CSM qualified nominees will be referred for interviews (in-person or record review)

Summary of Duties: The position of First Sergeant designates the principal senior NCO at the unit/company level.

The First Sergeant will:

- (1) Assist and advise the commander in all aspects of unit operations, planning, coordinating, and supervising all activities that support the unit mission.
- (2) Advise the commander on enlisted Soldier matters to include duty assignments, promotions and reductions, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- (3) Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- (4) Provide counsel and guidance to subordinate personnel.
- (5) Assist in, or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.

- (6) Assist the commander in performing the following training related tasks:
 - (a) Plan, conduct, evaluate, and assess unit training.
 - (b) Ensure that trainers train to a standard.
 - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 - (d) Plan and execute a battle-focused NCO DP.
 - (e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
 - (f) Coordinate school quotas.
- (7) Assist the commander with Unit Strength Maintenance tasks:
 - (a) Execute the unit strength management plan.
 - (b) Ensure 100% of all required retention interviews take place in a timely manner.
 - (c) Ensure an effective sponsorship program is implemented and maintained.
 - (d) Keep all Soldiers informed on the unit's plans and programs.
 - (e) Ensure all NCOs and first line leaders in particular are present for NCO DPs that address strength maintenance issues.
 - (f) Advise the commander on actions and issues that affect strength maintenance.
 - (g) Develop, implement and maintain a program to contact Soldiers in the ING with the purpose of eventually bringing them back to an active status.
 - (h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
 - (i) Advise the commander of conduct and protocol of military ceremonies.
 - (j) Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

Other Unit Unique Considerations: None.

Nomination Instructions:

Apply by submitting a completed packet in accordance with checklist (see attached) of ARNG Policy #20.

Nominations must be submitted by e-mail or hand-delivered to the Office of the G-1, Enlisted Branch NCOIC, SFC Brian Kennedy (brian.k.kennedy.mil@army.mil) and G1 SGM, SGM Christopher Lazar (christopher.m.lazar.mil@army.mil), no later than 1600 hours on the closing date. Nominations received after closing time will not be considered for the position.