



STATE OF DELAWARE
DEPARTMENT OF MILITARY AFFAIRS
DELAWARE ARMY NATIONAL GUARD
1 VAVALA WAY
NEW CASTLE, DELAWARE 19720-2417



Announcement Number: 03-TRAD-25

Closing Date: 27 June 2025

Position Title/Unit: 1SG, Co A. 3D BN 238th AVN REGT (15Z)

Location: New Castle, DE

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

Military Requirements: The position advertised is designated as 15Z5M. Selected individual must complete the Company Commander and First Sergeant Course (CCFSC) within 12 months of assuming 1SG duties.

Area of Consideration: All eligible and available members of the Delaware Army National Guard, in the grade of E8 and E7. All Soldiers must be exhausted in the previous category prior to considering the Soldiers in the next category.

Category 1: M-Day MOSQ MSG/E8 on the current Leadership Eligibility List.

Category 2: M-Day, MOSQ SFC/E7 nominee on the current Leadership Eligibility List.

Category 3: All eligible MSG and SFC on the current Leadership Eligibility List.

Under the direction of the State CSM qualified nominees will be referred for interviews.

General Requirements:

1. Currently assigned E7 or E8 NCOs of the Delaware Army National Guard.
2. E7 applicants require completion of Senior Leader Course (SLC) prior to promotion.
3. Not currently "Flagged from Favorable Personnel Actions" or "Barred from Reenlistment".
4. E8 AGR Soldiers must be assigned to an equal graded E8 full-time support position.

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 NCODP.
 - (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 NCODPs 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/Requirements: The 1SG should have experience and thorough knowledge of Flight Operations, Aviation Maintenance Training Program (AMTP), Digital Training Management System (DTMS), and Aviation Safety policies.

Nomination Instructions:

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

Nominations may be submitted by e-mail or hand-delivered to the Office of the G-1 to SGM Christopher Lazar: christopher.m.lazar.mil@army.mil and 1SG Kenneth Brown: kenneth.d.brown6.mil@army.mil no later than 1600 hours on the closing date. Nominations received after the closing time will not be considered for the position. The use of official mail to forward employment nominations is prohibited. Nominations submitted using government postage will not be considered.