

FIRST SERGEANT (8F000) – DSG ENLISTED VACANCY ANNOUNCEMENT

DELAWARE AIR NATIONAL GUARD

166th Airlift Wing

2600 Spruance Drive

New Castle, Delaware 19720

OPENING DATE: 13 Jun 2023

CLOSING DATE: 27 June 2023

UNIT: 166th Airlift Wing

AFSC: Open to any Enlisted AFSC

MINIMUM GRADE: MSgt / E-7

*****Immediately Promotable to SMSgt / E-8**

AREA OF CONSIDERATION: Current Members of the Delaware Air National Guard.

POSITION SUMMARY

This position is located in the 166th Airlift Wing and supports Wing Staff, the Airlift Squadron, Cyber Operations Squadron, Operations Group and the Operations Support Squadron. The individual selected must have previously attended the First Sergeant Academy and must have previously served as an 8F000 not to have exceeded 3 years. The individual selected is expected to attend all Regularly Scheduled Drills (RSD) monthly as well as Pre-RSD preparation periods.

DUTIES AND RESPONSIBILITIES:

First Sergeants respond to the needs of unit members 24 hours a day, 7 days a week, and may at times be required to work long and irregular hours, as well as travel extensively to and from mission destinations. They must remain vigilant and use the necessary authority to resolve issues that, left unchecked, would adversely impact readiness.

First Sergeants communicate with unit leadership, supervisors and members to ensure equitably is maintained and morale, welfare, and health needs for the force are met.

Serves as the commander's advisor on enlisted personnel programs, enlisted career progression, enlisted Professional Military Education (PME), family care needs, financial matters, housing and recognition.

The First Sergeant must ensure leadership, to include superintendents and supervisors, are actively engaged in the interaction, support, and management of airmen and their families through inclusive involvement and communication.

Provides the commander with a mission-ready enlisted force prepared to deploy in support of mission requirements. Resolves issues that, if left unchecked, would adversely impact the readiness of enlisted members.

Assists enlisted personnel in adapting to military environment and adjusting to the organization and duty assignments; corrects conduct prejudicial to good order and discipline.

Performs quality force review and ensures timely processing of performance reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions, and disciplinary actions.

MINIMUM QUALIFICATIONS:

- Must have previously served as an 8F000. Must have or be able to attain 48 months of retainability.
- Must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.
- Must be financially stable.

- 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 highly motivated and capable of fulfilling the role of the First Sergeant as prescribed in AFI 36-2113.
- Must have demonstrated exceptional leadership and managerial skills.
- The applicant's physical appearance and military image in all uniform combinations must meet the highest standards expected only of the most dedicated professional SNCO.
- Must never have been convicted by a general, special, or summary courts-martial. Not have received non-judicial punishment under the Uniform Code of Military Justice in the past three years.
- Must never have been convicted or adversely adjudicated by a civilian court for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- No convictions by a civilian court except for minor traffic violations.
- No record of disciplinary action [LOC, LOA, LOR, Art 15] for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, documented failures to exercise sound leadership principals, or for any sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- Must meet Air Force standards of good physical health and meet or exceed Air Force physical fitness standards IAW DAFMAN 36-2905.
- Must have scored 75 or above on last fitness test, no failure on any portion within the last 12 months. Additionally, Airman must have no current PT exemptions with the exception of those due to pregnancy and/or deployment and COVID.
- Must have a CCAF degree or civilian equivalent Associate degree.
- Must possess a 7 or 9-skill level awarded AFSC. Must not be projected to reach six years of non-performance in the awarded AFSC during the tenure as a First Sergeant.

APPLICATION PROCEDURES: must include the following documents in the application package:

- **One-page biography including educational information and military duty history (photo not required)**
- **Commander's Endorsement (see attached Sample)**
- **A letter of intent requesting consideration**
 - **The letter should include your recommendations for new programs, changes to existing programs or ideas to better the DE ANG and develop our enlisted force.**
- **Current Records Review RIP (available through Virtual MPF)**
- **Copy of fitness history from MyFitness**

E-mail Application PDF packet to the DSG Announcement Organization Box (by 27 June 2023):
166aw.dsg.jobannouncement@us.af.mil

or

Mail packets: (must arrived at the FSS by the Closeout date) to:

166 FSS/DSG Job Announcement
2600 Spruance Drive – Bldg. 2812
New Castle, DE 19720
302-323-3414 / 3416

Evaluation/Selection Process:

Applicants will be initially evaluated by the 166 FSS based solely on the application package supplied.

After eligibility determination, applicants will be notified by the 166th Airlift Wing Command Chief and may be scheduled to meet an interview board. All applicants will be notified by the 166th Airlift Wing Command Chief of the final result and will be given the opportunity for feedback.

Interviews will be scheduled at a date and time to be determined.

SAMPLE LETTER

(SHOULD BE ON LETTERHEAD)

MEMORANDUM FOR 166 WG/CCC

FROM: 166 [SQ]/CC

SUBJECT: Commander Endorsement

I concur with (applicant's rank and full name) decision to apply for a current or projected First Sergeant position within the 166th Airlift Wing. I agree to release him/her from his/her current military position, for the period of 4 years, in the event he/she is selected. I certify that the individual has not misused nor is delinquent in his/her government travel card responsibilities and meets the minimum eligibility criteria outlined in AFI 36-2113.

FIRST M. LAST, RANK, DE ANG
Commander