

ENLISTED VACANCY ANNOUNCEMENT

166th Airlift Wing (Various Squadrons)

First Sergeants

Opening Date: 6 August 2020

Closing Date: Open Until All Positions Filled

Interview Date/Time: TBD

Area of Consideration: Open to all enlisted members serving in the grade of E-6 (promotion eligible) or E-7.

This position is located in the ***166th Airlift Wing (various squadrons)***. The individual selected must attend the First Sergeant Academy within 12 months of assignment as first sergeant and remain in the position for a minimum of four years with the possibility of an extension not to exceed six years in the position. The individual selected is expected to attend all Regularly Scheduled Drills (RSD) monthly as well as Pre-RSD preparation periods.

Unit: 166th Airlift Wing (various squadrons) AFSC: 8F000 Auth Grade: MSgt (E-7)

Minimum Qualifications:

- 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 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.
- 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 AFI 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. Current fitness test must be valid through in-residence First Sergeant Academy graduation.
- Must immediately enroll and complete the USAF Senior NCO Academy Course upon selection for first sergeant duty and must complete the course within 12 months after attending the FSA.
- Must have a CCAF degree or civilian equivalent Associates 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 initial 4 year tenure as a first sergeant.
- Should not be currently serving in any SDI except 8F000.

Duties and Responsibilities include but are not limited to:

- 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.

Application Procedures:

E-mail the following documents to Major Maureen Mulrooney via a single PDF document to maureen.mulrooney@us.af.mil

1. One-page biography including educational information and military duty history (photo not required)
2. Commander's Endorsement (see attached Sample).
3. A letter of intent requesting consideration.
 - a. 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.
 - b. **Note:** For promotable E-6 applicants, as a condition of promotion, applicants must include the following statement in their letter: "If selected, I agree to attend the First Sergeant Academy (FSA) within 12 months of my assignment as first sergeant.
4. Current Records Review RIP (available through Virtual MPF)
5. Copy of fitness history from AFFMS II, including current passing fitness assessment

Questions regarding eligibility or qualifications for this position may be addressed to Major Maureen Mulrooney at 302-323-3416 or via e-mail to maureen.k.mulrooney.mil@mail.mil .

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. After the interview board, the results will be considered by Commanders for selection to fill vacancies as required.

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, Lt Col, DE ANG
Commander