



166th Airlift Wing
Developmental Special Duty



ANNOUNCEMENT NUMBER:

OPEN PERIOD: 13 May 2016 - 15 June 2016

HIRING DIRECTORATE: 166 AW/CCM

POSITION TITLE: First Sergeant

AFSC REQUIREMENT: Any (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT: TSgt/E6 (Promotable) - MSgt/E7

POSITION INFORMATION: Traditional

TOUR LENGTH: 3-6 years; each tour is 3 years not to exceed a total of 6 years

AGENCY: 166th Airlift Wing

DUTY LOCATION: New Castle County Airport, New Castle, DE 19720

WHO MAY APPLY: Qualified ANG members only

Requirements

Minimum Qualifications per AFI 36-2113 (dated 18 Nov 2014):

3.2.1. ANG members must be in the grade of MSgt or eligible for immediate promotion to MSgt to apply.

3.2.1.1. 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."

3.2.2. Must have or be able to attain 36 months of retainability.

3.2.4. Must speak distinctly and without speech impediments.

3.2.5. Candidates must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.

3.2.6. 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.

3.2.7. Must be financially stable.

3.2.8. Must be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in Chapter 2 of AFI 36-2113.

3.2.9. Must have demonstrated exceptional leadership and managerial skills (resume).

3.2.10. 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. Tattoo placement, size and nature will be evaluated. Appropriate military image in uniform is paramount. Must meet or exceed AFI 36-2903 standards. Waivers for conditions that detract from outstanding personal appearance will not be considered.

3.2.11. 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 3 years.

3.2.12. Must have never 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.

3.2.13. No convictions by a civilian court except for minor traffic violations.

3.2.14. 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.

3.2.15. Must meet Air Force standard of good physical health and meet or exceed Air Force physical fitness standards IAW AFI 36-2905.

3.2.15.1. 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.

3.2.15.2. The member must have a current fitness assessment valid through the graduation date of the in-residence portion of the FSA, and it must be a complete assessment with all components with the overall score meeting minimum standards as outlined in paragraph 3.2.13.1.

3.2.16. ARC members must immediately enroll in the USAF Senior NCO Academy 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.

3.2.17. Must possess a Community College of the Air Force degree. ANG members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA.

3.2.18. 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.***

3.2.19. Should not be currently serving in a SDI. Exceptions to this require approval from the ANG First Sergeant Functional Manager for ANG members.

Position Description

Provides the commander a mission-ready enlisted force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the readiness of enlisted members. Prepares enlisted personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander.

Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned enlisted members. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas.

Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, discipline, mentoring, and welfare of the enlisted force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander, and appropriate base agencies. Maintains liaison with base agencies to ensure availability of services for unit members. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety, hygiene, and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.

Mandatory Application Requirements

1. Official USAF Biography
2. Resume: Any Format, containing military and civilian qualifications
3. vMPF RIP (All pages – Current within 60 days)
4. Current Physical Fitness Test (all pages) – see para 3.2.15.1
5. Letter of Recommendations/References:
(A minimum of two Letter of Recommendations or references will be submitted)
6. For members who are MSgt or TSgt promotable to MSgt, you must provide a signed **Statement of Understanding**, IAW AFI 36-2113, para 3.2.1.1 and ANGI 36-2502.
7. A Letter of Intent – Should follow the “Personnel Letter” format found in AFH 33-337, The Tongue and Quill, 27 May 2015.
8. AF Form 422 (current within 1 year – retraining –must contain specified PULHES)
9. For members who are TSgt(s) promotable to MSgt, a signed **Retraining Statement of Understanding**, IAW AFI 36-2113 para 4.2.2.2 and ANGI 36-2502, para 3.4 as a condition of promotion.

Submit completed packages in one single document in pdf format to:

CMSgt Shaune Peters, jeri.s.peters.mil@mail.mil

