



**TRADITIONAL
ENLISTED VACANCY ANNOUNCEMENT**

**Squadron First Sergeant
(multiple vacancies)**

Closing Date: Open until Filled

Area of Consideration: Open to members serving in the grades of E-6 (promotable to E-7) or E-7.

Position

Title: First Sergeant / 8F000

Max Grade Authorized: E7 – Master Sergeant (MSgt)

Authorized AFSC: Any AFSC (7 or 9-skill level)

Length of Term: Individual is appointed for a single four-year tour with the potential of extending for a total of six.

Eligibility Criteria: Basic duties, responsibilities, and qualifications for the First Sergeant position can be found in DAFI 36-2113, *The First Sergeant*.

The individual(s) selected must attend the First Sergeant Academy within 12 months of assignment as first sergeant. The individual(s) selected is expected to attend all RSDs as well as Pre-RSD preparation periods.

Minimum Qualifications

1. Must have or be able to obtain 48 months of retainability, from the First Sergeant Academy Graduation date.
2. 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.
3. Must possess a Community College of the Air Force degree or civilian equivalent.
4. Must not have an Assignment Limitation Code (ALC) of C-3.
5. Must have scored 75 or above on last fitness test, no failure or exemptions within the last twelve months. Additionally, Airman must have no current PT exemptions except for those due to pregnancy and/or deployment.
6. 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.
7. Must be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in AFI 36-2113
8. Must have demonstrated exceptional leadership and managerial skills.
9. Must never have been convicted by a general, special, or summary courts-martial. Must not have received non-judicial punishment under the Uniform Code of Military Justice in the past three years.
10. No record of disciplinary action [LOC, LOA, LOR, Art 15] for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909.
11. The Airman's physical appearance and military image in all uniform combinations must meet the highest standards expected only of the most dedicated professional SNCO. Appropriate military image in uniform is paramount. Must meet or exceed AFI 36-2903 standards.

Duties and Responsibilities

1. 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.
2. First Sergeants communicate with unit leadership, supervisors and members to ensure fairness is maintained and morale, welfare and health needs for the force are met.
3. Serves as the commander's advisor on enlisted personnel programs, enlisted career progression, enlisted Professional Military Education (PME), family needs, financial matters, housing and recognition.
4. 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.

5. Provides the commander with a mission ready enlisted force prepared to deploy in support of mission requirements. Resolves issues that left unchecked would adversely impact the readiness of enlisted members.
6. Assists enlisted personnel in adapting to military environment and adjusting to the organization and duty assignments; corrects conduct prejudicial to good order and discipline.
7. 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 the 175WG/CCC via a single PDF document to dallas.perry.1@us.af.mil
Interviews will be held quarterly during Regularly Scheduled Drills (Feb, May, Aug, Nov; time TBD).

- One-page official biography
- A letter of intent requesting consideration. The letter should include your career goals and objectives and your ideas to improve the MDANG and develop our enlisted force. (1 Page Max)
- A letter of Recommendation by your Sq Chief or SEL, endorsed by your Squadron Commander.(1 Page Max)
- Current Records Review RIP (available through Virtual MPF)
- Air Force Fitness Management System printout
- Copies of your last two EPBs

Questions regarding eligibility or qualifications for this position may be addressed to CMSgt Dallas E. Perry at 410-918-6859 or via e-mail to dallas.perry.1@us.af.mil