

# ENLISTED VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD**  
**174th ATTACK WING**  
**6001 EAST MOLLOY ROAD**  
**SYRACUSE, NY 13211-7099**

**ANNOUNCEMENT#:** FY 19-15

**DATE:** 18 Mar 2019

**CLOSING DATE:** 6 May 2019

**UNIT:** 174<sup>th</sup> Medical Group

**AFSC:** 8F000

**POSITION TITLE:** FIRST SERGEANT

**AREA OF CONSIDERATION: STATEWIDE**

All Technicians and DSG's E-7 and E-6's that are promotable to E-7 may apply.

## SPECIAL DUTY SUMMARY

(As outlined in AFECD)

Serves as the commander's advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Related DoD Occupational Subgroup: 152100.

## QUALIFICATIONS AND SELECTION FACTORS

- Selection for this position will be made without regard to race, religion, color, creed, gender or national origin.
- Applications are subject to review by the FSS to ensure all mandatory requirements are met, as outlined in applicable regulations, applicants must meet a board
- The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements.
- Technical Sergeants may be selected if eligible for promotion to Master Sergeant under the provisions of the Retaining Promotion Program in AFI 36-2502 and must be promoted prior to attending the USAF First Sergeants Academy. As a condition of promotion under the retaining program, the member must sign a statement of agreement to attend USAF First Sergeants Academy within 12 months of assignment as first sergeant. Failure to complete the requirement will result in removal for the First Sergeant position and immediate demotion.

**EDUCATION:** For entry into this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy is mandatory. ARC members must immediately enroll in the 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. Members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA.

**KNOWLEDGE:** Knowledge is mandatory of personnel management with emphasis on quality force indicators, personnel, and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques

**TRAINING:** For retention of this SDI, completion of the First Sergeant's Academy is mandatory.

**(SEE REVERSE)**

## OTHER QUALIFICATIONS:

**Training:** For retention of this SDI, completion of the First Sergeant's Academy is mandatory.

### Duties and Responsibilities:

- Provides the commander a mission-ready force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact Airmen readiness. Prepares 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 Airmen. 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.
- 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, and commander. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.
- Performs quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions.
- Works closely with the Command Chief Master Sergeant to ensure Airmen understand and are prepared to execute the mission. Develops and executes specific goals, plans and objectives to address issues related to Airmen.

**Other:** The following is mandatory for entry into this SDI:

- Possess an awarded AFSC at the 7- or 9-skill level and not projected to reach six years of service outside of that AFSC during initial three-year tenure as a First Sergeant.
- Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on last 3 EPRs (N/A for ANG).
- No referral EPRs in the last three years.
- 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, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.
- Not currently serving in a SDI.
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a first sergeant
- No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.
- Be highly motivated, have exceptional leadership and managerial skills.

**APPLICATION PROCEDURES:** Applicants will prepare and forward a Resume, vMPF Records Review (RIP), Air Force Fitness Management System Individual Fitness Report, and an acknowledgement letter signed by their unit commander for each position (unit) he/she wishes to be considered for (Contact FSS Superintendent for template) **No Later Than Close of Business of Closing Date of Application.** Candidates will be notified of interview date and time.

### MAIL OR HAND DELIVER APPLICATION TO:

174TH FSS/DP  
6001 EAST MOLLOY ROAD  
HANCOCK FIELD  
SYRACUSE, NY 13211-7099  
(Attn: CMSgt Michael Ramsey)

### DISTRIBUTION:

- All 174 Units
- Command Chief Master Sergeant