

FIRST SERGEANT VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD
106th RESCUE WING
F.S. Gabreski Airport
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201**

ANNOUNCEMENT #: FY 24-05

POSTING DATE: 1 May 2024

CLOSING DATE: 31 May 2024

UNIT: 106th Mission Support Group

AFSC: 8F000

POSITION TITLE:

First Sergeant

AREA OF CONSIDERATION:

Nationwide. All Technicians and DSGs E-6 (promotable to E-7) & E-7

SPECIALTY 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. Applicants 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 the minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in applicable regulations. Reference current AFECD & AFI 36-2113 eligibility requirements. Qualified candidates will be assigned to a valid First Sergeant Vacancy within the 106th Rescue Wing upon selection.

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; military justice; and counseling techniques.

EDUCATION: For entry into this SDI, CCAF degree (or civilian equivalent associate degree) and completion of the Senior Noncommissioned Officer Academy ... ARC Airmen 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.

EXPERIENCE: Not used

DUTIES AND RESPONSIBILITIES:

- Exemplifies and is thoroughly familiar with military standards outlined in AFI 1-1, Air Force Standards; Air Force Handbook (AFH) 36-2618, The Enlisted Force Structure; and the Air Force Core Values.
- Works directly for the unit commander, no lower than the squadron level...
- When assigned to a unit with multiple first sergeants, works for the squadron commander and focuses on the specific area of responsibility assigned by the commander.
- Familiar with the unit(s), mission(s) and operations.
- Strive to know all personnel within their assigned unit and stay attuned to their needs...
- Are available to respond 24 hours a day, 7 days a week and designate a trained and commander approved additional duty first sergeant during absences. Note: Traditional ARC first sergeants develop and coordinate a response plan with full-time unit personnel during periods when not in a duty status.
- Serves as a key advisor to the commander on all matters concerning assigned personnel and advises the commander on subjects the commander deems appropriate...
- Is available for personnel to seek counseling, mentoring and advice.
- Is not assigned additional duties. Temporary assignment of additional duties may be accomplished to avert mission failure.
- Operates outside the operational chain of command and does not assume rater or additional rater responsibilities. Exception: When there is absolutely no other available rater.
- Understands civilian personnel policy and labor laws if civilian employees are assigned to the unit.

- Participates in First Sergeant Council activities. Exceptions are for when mission related needs of the unit take precedence.
 - Performs quality reviews on awards, decorations, promotions, reenlistments, classifications, performance reports, quality control and disciplinary actions as directed by the commander.
 - Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit. This includes working closely with law enforcement and the legal office.
 - Engages in a personal fitness routine and maintains fitness standards in accordance with AFI 36-2905, Fitness Program.
 - Maintains personal readiness and works closely with the UDM to ensure all unit members are prepared to deploy.
 - Engages with installation support agencies and serves as a liaison for the commander and unit members. Quickly becomes familiar with all support agencies upon arrival according to AFI 36-2113 Attachment 2 and strives to understand local administrative, personnel, services and legal policies.
 - Develops a professional relationship and works with unit superintendents on matters concerning the welfare and readiness of the unit...
 - Active and visible part of the leadership team.
 - Develops a continuity program to ensure those fulfilling the duties of the unit first sergeant are successful...
 - Provides recommendations to the commander and enlisted leadership on noncommissioned officers and SNCOs who demonstrate the ability to serve as a USAF first sergeant.
 - Communicates with the First Sergeant Council for advice during critical moments or unique situations, especially for situations a first sergeant has not experienced.
 - Works with the unit(s) key spouse(s) where applicable and strives to ensure the commander's program is successful...
 - Is available for needs of family members.
 - Works with peers to ensure clear roles and lines of responsibility are defined in a unit with multiple first sergeants to ensure their efforts are complementary.
 - Exercise Comprehensive Airman Fitness principles in accordance with AFI 90-5001, Integrated Resilience.
- Meets with CCM 15-months prior to tenure concerning transition back to primary career field. Works with Career Field Managers regarding current certifications and training in career field.

OTHER QUALIFICATIONS:

- E-7 with 4 or more years from current/projected grade HYT.
- 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 an 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.
- No general, special, or summary courts-martial convictions.
- No record of disciplinary action (Letter of Counseling, Letter of Admonishment, Letter of Reprimand, or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships or documented failures to exercise sound leadership principals.
- No convictions by a civilian court except for minor traffic violations.
- No military disciplinary/corrective action (LOC, LOA, LOR, or Article 15) for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or repeat offenders for lesser offenses of those listed.

APPLICATION PROCEDURES:

*Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in one (1) PDF Portfolio with titled naming convention as follows VAXX-XX LAST FIRST (ex. VA23-01 SMITH JOHN) to include all the following:

- Resume
- vMPF Records Review (RIP)
- Official Military Biography
- Last three (3) EPR's or EPB
- myFitness Report
- AF IMT 422A
- Letter of Recommendation (Limited to 3)

APPLICATION SUBMISSION:

Please email all applications to:

shannon.clementi@us.af.mil

Applicants will receive a confirmation email upon submission

Packages will NOT be accepted if they are not in one PDF portfolio with all required documents prior to submission

Any questions or concerns please contact MSgt Shannon Clementi 631-723-7377/shannon.clementi@us.af.mil