

**ENLISTED VACANCY ANNOUNCEMENT  
FOR ASSIGNMENT AT THE 149th FIGHTER WING  
TEXAS AIR NATIONAL GUARD**

**POSITION: First Sergeant**

**ANNOUNCEMENT #: 149-16-104**

**AFSC: 8F000**

**ISSUE DATE: 15 Sept 2016**

**LOCATION: 149 CES  
JBSA-LACKLAND, TX 78236**

**CLOSING DATE: 28 Oct 2016**

**GRADE REQUIREMENTS: Promotable TSgt/E6 NTE MSgt/E7**

**AREA OF CONSIDERATION: STATEWIDE      TRAINEES: YES**

**\*\*\*SEE REVERSE FOR SUMMARY OF MINIMUM POSITION QUALIFICATIONS\*\*\***

**HOW TO APPLY:** Submit a completed AF Form 1288 (Application for Reserve Assignment), records review rip, military biography, targeted resume, personal letter of intent outlining career goals and objectives, AF Form 422, ANG Fitness Assessment score sheet, adverse action statement, Letter of Recommendation from your supervisor and if you **are not** assigned to the 149 FW, you must also include a Letter of Recommendation from your unit commander.

**PERSONAL INTERVIEWS:** Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

**NOTE:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

**1. Specialty Summary.** 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.

**2. Duties and Responsibilities:**

2.1. 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.

2.2. 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.

2.3. 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 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 and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.

2.4. Assists personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Makes frequent contact with unit members at work, housing and recreation areas.

2.5. Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for and issues or conditions, which have the potential to negatively impact readiness, are resolved.

2.6. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty. 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.

2.7. 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.

### **3. Specialty Qualifications:**

3.1. 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.

3.2. Education. For entry into this SDI, CCAF degree and completion of the Senior Noncommissioned Officer Academy by correspondence are mandatory or in-residence. ANG members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA.

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

3.5.1. For entry into this SDI, the following are mandatory:

3.5.1.1. E-7 with 3 or more years from current/projected grade HYT.

3.5.1.2. 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.

3.5.1.3. Approved candidate on the developmental special duty nomination list.

3.5.1.4. Overall rating of 5 on last three performance reports (N/A for ANG).

- 3.5.1.5. No referral EPRs in the last three years.
- 3.5.1.6. 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.
- 3.5.1.7. Not currently serving in a SDI.
- 3.5.1.8. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- 3.5.1.9. 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
- 3.5.1.10. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.
- 3.5.1.11. Never received military disciplinary/corrective action (Letter of Reprimand, Letter of Admonishment, Letter of Counselling, 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.
- 3.5.1.12. Be highly motivated, have exceptional leadership and managerial skills.
- 3.5.1.13. See attachment 4 for additional entry requirements.
- 3.5.2. For entry and retention of this SDI, the following are mandatory:
  - 3.5.2.1. No general, special, or summary courts-martial convictions.
  - 3.5.2.2. No record of disciplinary action (LOC, LOA, LOR) 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.
  - 3.5.2.3. No convictions by a civilian court except for minor traffic violations.
  - 3.5.2.4. No military disciplinary/corrective action (LOC, LOA, LOR) 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.
  - 3.5.2.5. Must not have an Assignment Limitation Code (ALC) of C-3.
- 3.5.3. For retention of this SDI, the following are mandatory while serving as a First Sergeant:
  - 3.5.3.1. No nonjudicial punishment under the Uniform Code of Military.
  - 3.5.3.2. Must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.
  - 3.5.3.3. No overall EPR rating of less than 5 or a referral EPR (N/A for ANG).
  - 3.5.3.4. No more than one unsatisfactory physical fitness assessment.
  - 3.5.3.5. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

#### **4. Remarks.**

4.1 IAW AFI 36-2113, Chapter 3 – Eligibility Criteria mandates the following:

- a. “3.2.16. Must have completed the USAF Senior NCO Academy Course. 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.

- b. “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.”

4.2. All questions regarding this announcement should be directed to MSgt Lisa Silvis at commercial (210) 925-6996 or DSN: 945-6996.

**SUBMIT APPLICATIONS TO:** 149 FSS/FSMPM  
ATTN: MSGT LISA SILVIS  
107 Hensley St., Ste 2  
San Antonio, TX 78236-0103

**NOTE: ALL HARDCOPY APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS, **1600 HOURS**, ON THE CLOSE OUT DATE. APPLICATIONS WILL NOT BE TAKEN ELECTRONICALLY. THOSE THAT DO NOT MAKE THE DEADLINE WILL NOT BE CONSIDERED AND RETURNED WITHOUT ACTION.**