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

POSITION: SFS FIRST SERGEANT **ANNOUNCEMENT #: 149-18-002**

SDI: 8F000 **ISSUE DATE:11-Jan-2018**

LOCATION: 149th Security Forces Sq. **CLOSING DATE: Until Filled**
JBSA-Lackland AFB, TX 78236

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

AREA OF CONSIDERATION: STATE WIDE **TRAINEES: YES**

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

HOW TO APPLY: Applications must arrive at the 149 FW/Military Inbox at the following e-mail address: (usaf.tx.149-fw.mbx.military-announcements@mail.mil) no later than 2359 Central Time on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name:149-17-XX).
Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII) unless sending from a .mil account (preferred) signed and encrypted. Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

SUBMIT IN FOLLOWING ORDER:

1. E-8/E-9 Commander or designee Acknowledgement Memorandum
   The memorandum must include:
   a. Any adverse actions (Disciplinary: LOC's, LOA's, LOR's, etc.) within the last year
   b. Government travel card statement regarding outstanding debt
2. Completed AF Form 1288, Application for Reserve Assignment
3. Military Record of Individual Personnel (RIP) (vMPF is acceptable) no older than 60 days
4. Military Biography – Limited to 2 pages (IAW AFH 33-337, The Tongue and Quill)
5. Letter of Intent outlining career goals and objectives, not more than 1 page
6. Targeted Resume (IAW AFH 33-337, The Tongue and Quill)
7. ANG Fitness Test, current and passing
8. AF Form 422, stamped within 1 year
9. ANG Service Commitment Agreement
10. Most current EPR(s), no more than two
11. Letter of Recommendation(s) (optional); no more than three
12. If not assigned to 149 FW a Letter of Recommendation from your Unit Commander
13. Exception to Policy Memorandum if Records Review Rip does not include a CCAF Degree; obtain format from 149 FW/FSS FSMPM.

#9 & 13 may be obtained by e-mailing: usaf.tx.149-fw.mbx.military-announcements@mail.mil

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: The Adjutant General will not look favorably upon personnel who apply and are selected for a position in one geographical area and subsequently request to be transferred to another area because of the commuting distance involved. 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.

SDI 8F000
FIRST SERGEANT
(Changed 31 Oct 16, Effective 8 Feb 16, Effective 5 Apr 16, Effective 11 May 2016)

1. Special Duty 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. Special Duty 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 is mandatory for RegAF Airmen. 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.

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

3.4. Experience. Not used.

3.5. Other.

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

3.5.1.1. E-7 with 4 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. For RegAF position, approved candidate on the developmental special duty nomination list

3.5.1.4. 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).

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. Be highly motivated, have exceptional leadership and managerial skills.

3.5.1.12. 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 (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.

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, 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.

3.5.2.5. 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 Justice.

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 and/or "Exceeded some, but not all expectations" 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. All questions regarding this announcement should be directed to MSgt Adela Zertuche at commercial (210) 925-6996 or DSN: 945-6996.

SUBMIT APPLICATIONS TO: MSGT ADELA ZERTUCHE
usaf.tx.149-fw.mbx.military-announcements@mail.mil