

First Sergeant(s) (MSgt) Announcement (Various Squadrons and Groups)
District of Columbia Air National Guard
Military Vacancy Announcement

Opening Date: 16 January, 2025

Closing Date: Until Filled

Interview Date / Time: TBA

Position Title and Rank: First Sergeant (8F000), MSgt

Brief Description of Duties: (IAW AFI 36-2113)

The First Sergeant reports directly to their respective Squadron or Group Commander. The position is extremely high visibility and only those applicants with the highest level of demonstrated professionalism and leadership will be considered and interviewed.

First sergeants exercise general supervision over assigned enlisted personnel and are the focal point within the unit for all matters concerning enlisted members. The first sergeant is a critical link in providing the commander a mission-ready enlisted force to execute the unit mission. The first sergeant must prepare himself or herself and the enlisted members to deploy in support of mission requirements. As the vital link between the commander, enlisted personnel, and support agencies, the first sergeant must ensure the enlisted force understands the commander's policies, goals, and objectives and support agencies are responsive to needs of unit personnel.

Additionally, the first sergeant must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact troop readiness. First sergeants accomplish these responsibilities by working closely with their fellow senior noncommissioned officers (SNCO) and first line supervisors. This requires the first sergeant to be credible, perceptive, the epitome of integrity, and to exemplify the core values of the United States Air Force at all times. They must have a high level of competency, energy, motivation, and communicate effectively. The first sergeant utilizes support agencies to enhance personnel readiness and provide personal assistance to unit members and their families. To maximize his or her effectiveness and minimize potential failures, the first sergeant must develop a seamless communication structure between the commander, unit members, and support agencies.

The first sergeant position requires work beyond the normal RSD duty day. First sergeants must be available to support the Commander and the Airmen of their assigned unit during non-duty hours. First sergeants must be fully deployable and consistently meet the highest level of readiness IAW The Enlisted Force Structure.

The 113th Wing Command Chief Master Sergeant is the functional manager for all 113th Wing First Sergeants. The CCM provides leadership and is responsible for the selection and management of all first sergeants within the Wing.

Minimum Qualifications:

- * We are not able to accept applications from AGR Members at this time
- * This can be a retraining opportunity
- * Applicants must be promotable to MSgt by the close of the announcement or a current Master Sergeant (including NCOA complete)
- * Applicants who were previously removed from a first sergeant position for cause, unacceptable behavior or substandard performance will not be considered.
- * Applicants must have scored 75 or above on last fitness test, no failure on any portion within the last 12 months. Additionally, applicants must have not had PT exemptions with the exception of those due to pregnancy and/or deployment.
- * Must possess a Community College of the Air Force degree or equivalent.
- * Must be able to complete SNCO Academy Course in-residence or by correspondence within one year of assignment
- * Personnel must agree to serve tenure of no less than 3 years as a First Sergeant.
- * Have exceptional leadership and managerial skills.
- * Have the ability to speak clearly and distinctly.
- * Candidates must have a minimum physical profile of PULHES 322221
- * Must be financially stable with no record of Government Credit Card misuse.

Instruction for Applying:

Submit the following to CMSgt Mercado, 113th FSS Superintendent (roberto.mercado.1@us.af.mil)

- * Military Resume
- * Personnel RIP from vMPF
- * One page letter stating why you want to serve as a first sergeant in the 113th Wing (your writing skills will be taken in consideration.)
- * Letter of recommendation/endorsement from your Commander.
- * Copy of most recent Physical Fitness Test results.

If there are any questions about the application process, please contact the 113th Wing Command Chief at 240-857-0329 prior to submitting your package. No packages will be returned. Incomplete packages will not be considered.

Evaluation/Selection Process:

Applicants will be initially evaluated by the 113th FSS based solely on the application package supplied. After eligibility determination, applicants will be notified by the 113 Wing Command Chief and may be scheduled to meet an interview board. After the interview board, the results are forwarded to the Wing Commander for selection to fill vacancy as required.

All applicants will be notified by the 113 Wing Command Chief of the final result and will be given the opportunity for feedback.

Interviews will be scheduled at a date and time to be determined.

SAMPLE LETTER
(SHOULD BE ON LETTERHEAD)

MEMORANDUM FOR 113 WG/CCC

FROM: (Your Commander's information here)

SUBJECT: Commander Endorsement

I concur with (applicant's rank and full name) decision to apply for the 113th Wing First Sergeant Position. I agree to release him/her from his/her current Drill Status Position, for the period of 3 years, in the event he/she is selected. I certify that the individual has not misused, or is delinquent in, his/her government card responsibilities.

Signature block of commander