



**DISTRICT OF COLUMBIA  
AIR NATIONAL GUARD  
FIRST SERGEANT  
MILITARY VACANCY ANNOUNCEMENT**



**POSITION, TITLE, LOCATION**

Traditional Guardsman (Part-time)  
First Sergeant – 8F000 (E-7 Master Sergeant)  
113th Wing, DC ANG  
Joint Base Andrews, MD 20762

**OPENING DATE:**

2 November 2021

**CLOSING DATE:**

Open Until Filled

**AREA OF CONSIDERATION:** TSgt (Promotable) through MSgt who meet qualifications and or current members of the AIR NATIONAL GUARD.

**DUTIES**

The First Sergeant reports directly to their respective unit 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. The 113th Wing is looking for multiple applicants to fill projected vacancies within the Wing at both Squadron and Group levels.

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 themselves 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 the needs of unit personnel.

Additionally, the First Sergeant must remain vigilant for and move to resolve issues that would adversely impact troop readiness if left unchecked. 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. The First Sergeant must develop a seamless communication structure between the commander, unit members, and support agencies to maximize their effectiveness and minimize potential failures.

The First Sergeant position requires work beyond the typical RSD duty day. First Sergeants must be available to support their Commander and the airmen of their assigned squadron during non-duty hours. First Sergeants must be fully deployable and consistently meet the highest level of readiness IAW AFI36-2618. The 113th Wing Command Chief Master Sergeant (CCM) is the functional manager for all 113th Wing First Sergeants. The CCM provides leadership and is responsible for selecting and managing all First Sergeants within the Wing.

## **QUALIFICATIONS**

1. We are not able to accept applications from AGR Members at this time
2. Applicants must be a promotable Technical Sergeant or current Master Sergeant
3. Applicants who were previously removed from a First Sergeant position for cause, unacceptable behavior or substandard performance will not be considered.
4. For initial application, the member must have scored 75 or above on the last fitness test, no failure on any portion within the previous 12 months. Additionally, Airman must not have had PT exemptions except those due to pregnancy and/or deployment at the time of their last fitness test before the COVID-19 Exemption.
5. Applicant will not be on a profile limiting their ability to perform all parts of the Fitness Assessment at time of application or while attending the First Sergeant Academy.
6. Must possess a Community College of the Air Force degree or equivalent.
7. Must be available to attend the First Sergeant Academy within **12** months of being selected for the position.
8. Personnel must agree to serve tenure of no less than **48** months as a First Sergeant.
9. Have exceptional leadership and managerial skills.
10. Have the ability to speak clearly and distinctly.
11. Candidates must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.
12. Must be financially stable with no record of Government Credit Card misuse.

## **INSTRUCTIONS FOR APPLYING**

Submit the following to CMSgt Mongold, 113th FSS Superintendent ([richard.mongold.1@us.af.mil](mailto:richard.mongold.1@us.af.mil))

1. Military Resume
2. Personnel Rip from VMPF <http://www.afpc.randolph.af.mil/vs/>
3. One-page letter stating why you want to serve as a First Sergeant in the 113th Wing. (Your writing skills will be taken into consideration)
4. Letter of recommendation /endorsement from your Commander
5. Copy of most recent Physical Fitness Test results
6. Last two EPRs

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

## **EVALUATION/SELECTION PROCESS**

Applicant packages will initially be evaluated by the 113th Force Support Squadron, Senior Enlisted Leader for compliance. After determination of eligibility, applicants will be notified by the 113th Wing Command Chief to meet an interview board. After the interview board, the results are forwarded to Commanders for selection to fill vacancies.

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

Interviews are primarily scheduled to coincide with the 113th Wing quarterly promotion boards, however, alternate scheduling can be conducted at a date and time to be determined.