



District of Columbia Air National Guard

AGR Announcement

22-419



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| <p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@us.af.mil</p> | <p>OPENING DATE: 8 November 2022</p> | <p>CLOSING DATE: 8 December 2022</p> |
| | <p>Position Title: First Sergeant Max Grade: MSgt (E7) Min Grade: TSgt (E6) Promotable Must be AFSC: Any, must retrain into 8F000</p> <p>**Start date 1 Jan 2023**</p> | |
| | <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> | |
| <p>Position Location: 113th Aircraft Maintenance Squadron Joint Base Andrews, MD</p> | <p>AREA OF CONSIDERATION: GROUP II Current members of the DCANG</p> | |
| <p>INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></p> <p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpmc.ng.mil/Forms/NGB-Forms/ 2.) Copies of last three EPRs / five OPRs. 3.) Resume (<i>any format</i>). 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Record Review /Report of Individual Personnel (RIP) from vMPF (<i>dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current passing Member Individual Fitness Report from my Fitness https://myfss.us.af.mil/USAFCommunity/s/ 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. <p><i>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A</i> <i>Email subject will be in the same format.</i></p> | | |
| <p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p> | | |
| <p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p> | | |
| <p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm</p> | | |



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 22-419

Position: First Sergeant

Duties and Responsibilities: 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. 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 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. Applicants must be a promotable Technical Sergeant or current Master Sergeant
2. Applicants who were previously removed from a First Sergeant position for cause, unacceptable behavior or substandard performance will not be considered.
3. 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.
4. 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.
5. Must possess a Community College of the Air Force degree or equivalent.
6. Must be available to attend the First Sergeant Academy within 12 months of being selected for the position.
7. Personnel must agree to serve tenure of no less than 48 months as a First Sergeant.
8. Have exceptional leadership and managerial skills.
9. Have the ability to speak clearly and distinctly.
10. Candidates must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.
11. Must be financially stable with no record of Government Credit Card misuse.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SrA Mckinlee Terrell, Mckinlee.Terrell@us.af.mil / 202-685-9761 (DSN 325-9761)

Air AGR NCOIC: MSgt Victoria McNamara, victoria.mcnamara@us.af.mil / 202-685-8813 (DSN 685-8813)

AGR Manager: CMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@us.af.mil /202-685-9925 (DSN 325-9925)