

113th First Sergeant (MSgt) positions Announcement
District of Columbia Air National Guard
Military Vacancy Announcement

Complete application package must be emailed to CMSgt Sean Larson at sean.larson@us.af.mil.

Opening Date: 16 August 2023
Closing Date: Open 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 works directly for the unit commander, no lower than the squadron level. 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.

The First Sergeant is a critical link in providing the commander a mission-ready enlisted force to execute the unit mission. First Sergeants advise commanders on disciplinary issues and ensure proper administration of judicial, non-judicial and administrative actions for the unit. The First Sergeant must maintain personal readiness and works closely with the UDM to ensure all unit members are prepared to deploy. At deployed locations, the First Sergeant provides the necessary leadership to ensure and sustain a mission-ready force for the commander. 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 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 AFH 36-2618.

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 the selection and management of all First Sergeants within the Wing.

Minimum Qualifications:

- 113th WG is not able to accept applications from AGR Members for this DSG announcement
- Applicants must be a promotable Technical Sergeant (TSgt) or current Master Sergeant (MSgt)
 - TSgts must sign “I acknowledge I am being selected to fill a first sergeant position and I am being promoted under the provisions of DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, paragraph 10.1.7., before attending the First Sergeant Academy (FSA). I understand I must attend and successfully complete the FSA within one year of appointment as first sergeant and remain and successfully serve in the position a minimum of four years. My failure to complete this requirement will result in a demotion.”
- Must have completed SNCO Academy or immediately enroll in correspondence course upon selection for first sergeant duty and must complete the course within 12 months after attending the First Sergeant Academy
- 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.
- No referral EPRs in the last three years.
- Personnel must agree to serve tenure of no less than 48 months as a First Sergeant.
- Must have scored 75 or above on last 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 FSA graduation.
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty
- 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
- No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.
- Be highly motivated, have exceptional leadership and managerial skills.
- No record of disciplinary action (Letter of Counseling, Letter of Admonishment, Letter of Reprimand, or Article 15) for engaging in an unprofessional relationship as defined in AFI 36-2909, *Air Force Professional Relationships and Conduct*, or documented failures to exercise sound leadership principals.
- No convictions by a civilian court except for minor traffic violations.
- 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. Must not have an Assignment Limitation Code (ALC) of C-3.

- For retention of this SDI, the following are mandatory while serving as a First Sergeant:
 - No nonjudicial punishment under the Uniform Code of Military Justice.
 - Must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.
 - No more than one unsatisfactory physical fitness assessment.

Instruction for Applying:

Submit the following to SMSgt Nathaniel Legree at nathaniel.legree@us.af.mil

- * Military Resume
- * Personnel Rip from VMPPF
- * One page letter stating why you want to serve as a First Sergeant in the 113th Wing (MFR Format. Your writing skills will be taken in consideration.)
- * Copy of last two (2) EPR's.
- * Letter of recommendation /endorsement from your Commander.
- * Copy of Physical Fitness Test results.
- * No binders or folders accepted. Please staple your package 1 time in the upper left hand corner.

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 Superintendent 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.

All applicants will be notified by the 113th 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 information here)

SUBJECT: Commander Endorsement

I concur with (applicant's rank and full name) decision to apply for a current or projected 113th Wing First Sergeant Positions. I agree to release him/her from his/her current Drill Status Position, for the period of 4 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