

115th FIGHTER WING FIRST SERGEANT VACANCY ANNOUNCEMENT

WISCONSIN AIR NATIONAL GUARD

115th Fighter Wing

3110 Mitchell Street
Madison, WI 53704-2591

ANNOUNCEMENT #: 2013-02

DATE: 1 Feb 13

CLOSING DATE: **4 March 13**

UNIT: 115th Aircraft Maintenance Squadron

AFSC: 8F000

MAX AVAILABLE GRADE: MSgt

AREA OF CONSIDERATION: **Statewide.**

POSITION TITLE: First Sergeant

All candidates may apply who meet the basic qualification for position and are eligible for membership in the WI ANG.

SPECIALTY SUMMARY

Principal advisor to the commander on all issues related to the enlisted force; and exercises general supervision over assigned enlisted personnel. Related DoD Occupational Subgroup: 152100.

QUALIFICATIONS AND SELECTION FACTORS:

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applicants are subject to review by the Force Support Squadron to ensure mandatory requirements are met as outlined in applicable regulations. Applicants must meet an Interview Board.
- The selection of full-time personnel as first sergeants is governed by provisions in ANGI 36-2101, Assignments Within the Air National Guard

MINIMUM QUALIFICATIONS (IAW AFI 36-2113):

- Applicants must be in the grade of Master Sergeant. Technical sergeants may be selected if they are eligible for promotion to master sergeant under the provisions of the retraining promotion program in ANGI 36-2502, *Promotion of Airmen*.
- Applying Technical Sergeants must complete the NCO Academy Course in residence or by correspondence prior to application and have time in grade and time in service requirements for promotion to MSgt met by 01 April 2013.
- As a condition of promotion under the retraining program, the member must sign the following statement: "I agree to attend the USAF First Sergeant Academy (FSA) within 12 months of my assignment as First Sergeant. Failure to complete this requirement will result in my removal from the first sergeant position and immediate demotion."
- Personnel must agree to complete the SNCO Academy Course in residence or by correspondence within 3 years from date of graduation from the USAF First Sergeant Academy
- Have a minimum physical profile of PULHES 333231, minimum ASVAB scores of 41 administrative or 62 general, and possess a 7-skill level.
- Personnel must agree to serve tenure of no less than 36 months from date of graduating from the FSA

MANDATORY SCHOOL: Upon selection, candidate must be available to attend the Air National Guard First Sergeant Academy for 3 weeks at Gunter AFB, Alabama within 12 months of assignment as a First Sergeant.

DUTIES AND RESPONSIBILITIES:

- Provides the commander a mission-ready enlisted force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the readiness of enlisted members. Prepares enlisted 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.
- 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 enlisted members. 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.
- Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, mentoring, and welfare needs of the enlisted 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, hygiene, and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.
- Assists enlisted 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. Make frequent contact with unit members at work, housing, and recreation areas.

KNOWLEDGE: The first sergeant serves as the commander's advisor on personnel programs, career progression, family needs, financial matters, Professional Military Education (PME), recognition programs and any additional needs required by the commander. Furthermore, the first sergeant will perform quality force reviews and ensure timely processing of performance reports, awards, decorations, promotions, classification actions, quality control and disciplinary actions.

EDUCATION:

Must have completed the NCO Academy Course in-residence or correspondence prior to application. In-residence attendance is desirable.

OTHER QUALIFICATIONS:

Applicant must be within Air Force fitness standards at time of interview. Students attending the USAF FSA are required to arrive with a current fitness evaluation sheet showing they have met the fitness score of at least 75 for Air Force standards within 60 days prior to arrival. FSA students will be required to take part in a strenuous fitness program to include a variety of physical activities, and will be evaluated against fitness standards shortly after arriving to the FSA. Students who cannot achieve a minimum fitness score of 75 as outlined in AFI 36-2905 prior to graduation, may be removed from the course at the discretion of the FSA Commandant. Must be financially stable. Must possess exceptional communication, leadership and managerial skills. Professionally, first sergeants are expected to epitomize the highest qualities of SNCOs and exemplify the core values of the United States Air Force.

TRAINING:

For award of AFSC 8F000, completion of the USAF First Sergeant Academy is **mandatory**.

EXPERIENCE:

Leadership and supervision experience in the military and/or civilian environments desired.

APPLICATION PROCEDURES:

- Interested members will submit a cover letter, resume, copy of current fitness test results and current RIP
- The Wing Command Chief Master Sergeant (CCM) and Force Support Squadron (FSS) will confirm the qualifications of all applicants. The CCM reviews applicant's records for eligibility and determines if the applicant's total profile supports boarding the member.
- Questions concerning the application procedures can be directed to CMSgt Tom Cunningham @ 608-245-4585

MAIL, E-MAIL OR HAND DELIVER APPLICATION TO (by COB on 4 March 2013):

115 FW/FSS/CMSgt Cunningham
3110 Mitchell Street – Bldg 500
Madison WI 53704-2591

thomas.cunningham.1@ang.af.mil

Incomplete and/or applications received AFTER COB 4 Mar 2013 will not be considered.

DISTRIBUTION:

- 1 – All Commanders
- 1 – All FW Chiefs
- 1 – All FW First Sergeants
- 1 – Public Affairs Office
- 1 -- 128 ARW
- 1 -- JFHQ
- 1 -- Volk Field