



**TRADITIONAL
ENLISTED VACANCY ANNOUNCEMENT**

135th Intelligence Squadron First Sergeant

Closing Date: 17 August 2015

Area of Consideration: Open to all enlisted members serving in the grade of E-6 (promotion eligible) or E-7.

This position is located in the 135th Intelligence Squadron. The individual selected must attend the First Sergeant Academy within 12 months of assignment as first sergeant and remain in the position for a minimum of three years with the possibility of an extension not to exceed six years in the position. The individual selected is expected to attend all UTA's monthly as well as Pre-UTA preparation periods.

Unit: 135th Intelligence Squadron ***AFSC:*** 8F000 ***Auth Grade:*** MSgt (E-7)

Minimum Qualifications:

- Must have or be able to attain 36 months of retainability.
- Must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3.
- Must not have, nor bear the appearance of personal, marital or family problems that detract from the member's ability to effectively serve as a first sergeant.
- Must be financially stable.
- Must be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in AFI 36-2113
- Must have demonstrated exceptional leadership and managerial skills.
- The applicant's physical appearance and military image in all uniform combinations must meet the highest standards expected only of the most dedicated professional SNCO.
- Must never have been convicted by a general, special, or summary courts-martial. Not have received non-judicial punishment under the Uniform Code of Military Justice in the past three years.
- Must never have been convicted or adversely adjudicated by a civilian court for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- No convictions by a civilian court except for minor traffic violations.
- No record of disciplinary action [LOC, LOA, LOR, Art 15] for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, documented failures to exercise sound leadership principals, or for any sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- Must meet Air Force standard of good physical health and meet or exceed Air Force physical fitness standards IAW AFI 36-2905.
- Must have scored 80 or above on last two fitness tests, or 90 or above on most current fitness test, no failure or exemptions within the last twelve months.

- Must immediately enroll and complete the USAF Senior NCO Academy Course upon selection for first sergeant duty and must complete the course within 12 months after attending the FSA.
- Must possess a Community College of the Air Force degree. ANG members who do not already possess a CCAF must complete this degree within 18 months of completing the FSA.
- Must possess a 7 or 9-skill level awarded AFSC. Must not be projected to reach six years of non-performance in the awarded AFSC during the initial 3 year tenure as a first sergeant.
- Should not be currently serving in a SDI.
- Must currently have TS/SCI clearance or be able to obtain and maintain a TS/SCI security clearance and all other mission-required clearances/access.

Duties and Responsibilities include but are not limited to:

- First sergeants respond to the needs of unit members 24 hours a day, 7 days a week, and may at times be required to work long and irregular hours, as well as travel extensively to and from mission destinations. They must remain vigilant and use the necessary authority to resolve issues that, left unchecked, would adversely impact readiness.
- First sergeants communicate with unit leadership, supervisors and members to ensure equitably is maintained and morale, welfare and health needs for the force are met.
- Serves as the commander's advisor on enlisted personnel programs, enlisted career progression, enlisted Professional Military Education (PME), family needs, financial matters, housing and recognition.
- The first sergeant must ensure leadership, to include superintendents and supervisors, are actively engaged in the interaction, support and management of Airmen and their families through inclusive involvement and communication.
- Provides the commander with a mission ready enlisted force prepared to deploy in support of mission requirements. Resolves issues that left unchecked would adversely impact the readiness of enlisted members.
- Assists enlisted personnel in adapting to military environment and adjusting to the organization and duty assignments; corrects conduct prejudicial to good order and discipline.
- Performs quality force review and ensures timely processing of performance reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions.

Application Procedures:

E-mail the following documents to the 175th Wing/CCC via a single PDF document to Michele.vogel@ang.af.mil no later than **17 August 2015**.

- One-page biography including educational information and military duty history (photo not required)
- A letter of intent requesting consideration, indorsed by your commander. The letter should include your recommendations for new programs, changes to existing programs or ideas to better the MDANG and develop our enlisted force
- Current Records Review RIP (available through Virtual MPF)
- Copy of current passing fitness assessment

Questions regarding eligibility or qualifications for this position may be addressed to CMSgt Michele Vogel at 410-918-6859 or via e-mail to Michele.vogel@ang.af.mil