

**FIRST SERGEANT**  
**AFSC 8F000**  
**\*\*\*CLOSEOUT DATE: 6 April 2014\*\*\***  
**POSITION START DATE: 29 June 2014**

AUTHORIZED GRADE: MSGT (E-7)

DUTY STATUS: This is a Drill Status Guardsman (Traditional) position.

**LOCATION:**

167th Security Forces Squadron, Eastern West Virginia Regional Airport, Shepherd Field, Martinsburg, WV 25405-7704

**DUTIES:**

Principal advisor to the Commander on all issues related to the enlisted force; and exercises general supervision over assigned enlisted personnel. Reference: AFI 36-2113 for a description of the role and responsibilities. Shadowing of the current First Sergeant may be available through 4 May 2014.

**MANDATORY QUALIFICATIONS**

**KNOWLEDGE:**

Knowledge is mandatory of personnel management with emphasis on quality force indicators; personnel and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques.

**MILITARY EDUCATION:**

Applicant must have completed the NCO Academy Course in-residence or correspondence prior to application. Additionally, must complete the Senior NCO Academy in-residence or correspondence within 3 years from date of graduation from the USAF First Sergeant Academy. If a First Sergeant does not complete the Senior NCO Academy within 3 years from date of graduation from the USAF First Sergeant Academy, he or she must be immediately removed for the position.

**TRAINING:**

Selectees must attend the USAF First Sergeant Academy (FSA) at the earliest possible opportunity, but not later than one year from the date of assignment. This requirement will not be waived. If the member does not attend the FSA within one year, the member must be removed from the First Sergeant position, and returned to his or her previous AFSC (must sign written statement).

**GRADE:**

Technical Sergeant may be selected if eligible for promotion to Master Sergeant, but must be promoted prior to assignment as a First Sergeant on the Unit Manning Document (UMD). Double slotting is NOT authorized.

**AFSC:**

Qualification at the 7 skill level in any AFSC.

**PHYSICAL PROFILE:**

Must have a minimum physical profile of PULHES 333231 (to include current Dental Exam).

**OTHER:**

- Must be highly motivated and capable of fulfilling the role of First Sergeant.
- Failure to maintain Air Force fitness standards after selection will result in immediate 12 months of probation. SPECAT (Special Category) guidance requires Fitness Assessments to be 80 or higher on the last two assessments or 90 on the most recent with no failures or exemptions within last 12 months, prior to attendance. Fitness assessment must remain current through training while at the FSA.
- Physical Training sessions at the Academy will include the run (up to 3 miles during PT sessions), push ups, sit ups, and additional fitness activities. (Caveat to exemptions- members who do the walk vs the run, and if all other criteria is met are considered qualified for training at the FSA)
- Personnel must agree to serve a tenure of no less than three (3) years after completion of the FSA. Commander may approve a second tour of 3 additional years (maximum of 6 years as a First Sergeant).
- Must be financially stable.
- Must have the ability to speak distinctly.
- Full-Time Technician personnel require approval of the TAG for local exception to the compatibility criteria prior to assignment.
- All current U.S. Air Force Component Airmen may apply (Active, Reserve, Guard). Selection would be finalized on the condition of acceptance/enlistment into the Air National Guard.

**APPLICATION PROCEDURES:**

- Resume
- Letter of Intent (why you feel you have the desire and skills to become a First Sergeant)
- Record Review RIP, printed from Forces Support Squadron, Personnel Office
- Air Force Fitness Assessment (AFFMS) showing fitness history, that includes at least the last two assessments
- Letter from Medical Group stating the applicant has a profile of 1 and current Dental Exam
- Photograph in Class A uniform, full length, color 8X10
- Three letters of recommendation

- Forward to: 167 AW/CCC  
ATTN: CMSgt Ron Glazer  
222 Sabre Jet Blvd.  
Martinsburg, WV 25405-7704

***APPLICANT MUST MEET ALL REQUIREMENTS ON CLOSEOUT DATE OF JOB ANNOUNCEMENT. Questions to CMSgt Ron Glazer at 304-616-5496.***