



Colorado Air National Guard

Traditional

Position Announcement

COANG 22-001



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: FIRST SERGEANT	AFSC: ANY	OPEN DATE: 19-Nov-21	CLOSE DATE: 9-Jan-22
UNIT OF ACTIVITY/DUTY LOCATION: 140 Wing Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E6 Maximum: E7	
SELECTING SUPERVISOR: CMSGT ED HAUSCHILD	VACANCY TBD	PHYSICAL PROFILE: (Officer N/A) PULHES – 3333231 X Factor – G ASVAB – N/A	

AREAS OF CONSIDERATION

<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Nationwide (Military eligible for membership in the COANG)
<input checked="" type="checkbox"/> Current COANG members	<input type="checkbox"/> Commissioning Opportunity
<input checked="" type="checkbox"/> Enlisted	<input type="checkbox"/> Officer

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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- Position vacancies are located within the 140th Wing. Duty locations: TBD by Wing CCM
- Must exemplify, and be thoroughly familiar with, military standards outlined in AFI 1-1, AFI 36-2618 and the Air Force Core Values as well as other pertinent instructions.
- Will work directly for the unit commanders, no lower than the squadron level. First Sergeants assigned at a Group or other higher level will be rated by that level commander, but will work for each squadron commander under their responsibility, and must adapt to the needs of each commander. If assigned to a multiple first sergeant unit, will work for the squadron commander, but focus on the specific area of responsibility assigned by the commander.
- Will be intimately familiar with the unit(s) mission(s) and operations.
- Will strive to know all Airmen within the responsibility area, and stay attuned to their needs. Helps Airmen adapt to the military environment and adjust to the organization and duty assignments. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact readiness. Monitors unit sponsorship programs and conducts in-briefing for newly assigned personnel.
- Develop and coordinate a response plan with full-time unit personnel to be available to respond 24/7 during periods when not in a duty status.
- Will serve as a key advisor to the commander on all matters concerning enlisted Airmen, and will advise the commander on any other subjects as the commander deems appropriate. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings.
- Will be available for personnel to seek counseling, mentoring and advice.
- Understands civilian personnel policy and labor laws if civilian employees are assigned to the unit.
- Participates in First Sergeant Council activities. Exceptions are for when mission related needs of the unit take precedence.
- Performs quality reviews on awards, decorations, promotions, reenlistments, classifications, performance reports, quality control and disciplinary actions as directed by the commander.
- Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit. This includes working closely with law enforcement and the legal office.
- Engages in a personal fitness routine and maintains fitness standards in accordance with AFI 36-2905, Fitness Program.
- Will maintain personal readiness and work closely with the UDM to ensure all unit members are prepared to deploy. Upon arrival at a deployed location, the first sergeant must render the necessary leadership to provide and sustain a mission-ready enlisted force for the commander.
- Will engage installation support agencies and serve as a liaison for the commander and unit members. Must quickly become familiar with all support agencies upon arrival according to AFI 36-2113, Attachment 2, and strive to understand local administrative, personnel, services and legal policy.
- Will develop a professional relationship and work with unit superintendents on matters concerning the welfare and readiness of the unit. Will work with fellow SNCOs and supervisors to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring and welfare of the enlisted force are met. Provide leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinate the resolution of complex problems with the supervisor, member, commander and appropriate base agencies. Ensure training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony and safety. Supports and promotes professional military education activities. Corrects conduct prejudicial to good order and discipline.
- Active and visible part of the leadership team.
- Develops a continuity program to ensure those fulfilling the duties of the unit are successful.
- Provides recommendations to the commander and enlisted leadership on noncommissioned officers and SNCOs who demonstrate the ability to serve as a USAF first sergeant.
- Works with the unit(s) key spouse(s) where applicable and strives to ensure the commander's program is successful. Serves as the liaison between the key spouse and unit and supports the key spouse's efforts to enhance unit readiness.
- Will be available for needs of family members.
- Will Exercise Comprehensive Airman Fitness principles in accordance with AFI 90-5001, Integrated Resilience.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

- A. Must have an overall performance assessment rating of "Exceeded most, if not all expectations (LC)" or "Exceeded some, but not all expectations (AC)". No referral EPR
- B. The selection of full-time personnel as first sergeants is governed by provisions in ANG1 36-101, AFI 36-2101 and CNGBI 1400.25, Volume 303. Any ETP required for technicians to serve as first sergeants are accomplished at the wing level. Technicians can serve through the ETP process as described in CNGBI 1400.25, Volume 303.
- C. DSG and Technician applicants: Must be a MSgt or TSgt promotable to MSgt by the close of the vacancy announcement in accordance with AFI 36-2502, "TSgt" selected will sign the following statement as a condition of promotion under the retraining program; "I acknowledge I am being selected to fill a first sergeant position and I am being promoted under the provisions of AFI 36- 2502, Airman Promotion/Demotion Program, paragraph 3.4, 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."
- D. Must attend the FSA within 12 months of assignment and will remain in the position for a minimum of 4 years, not to exceed 6 years from graduation date from FSA.
- E. Must have the ability to speak distinctly and be able to effectively communicate.
- F. Be highly motivated and have exceptional leadership and managerial skills.
- G. Possess an awarded 7 or 9 skill level awarded AFSC and not projected to reach six years of non-performance in the awarded AFSC during initial four-year tenure as a First Sergeant.
- H. Never been convicted by a general, special, or summary courts-martial. Not received Non-judicial punishment under the Uniform Code of Military Justice in the past three years. Never received any type of military or civilian punishment or disciplinary action 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.
- I. No record of disciplinary action for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, documented failures to exercise sound leadership principals.
- J. No convictions by a civilian court except for minor traffic violations.
- K. Must have scored 75 or above on last fitness test, no failure on any portion within the last 12 months. Additionally, Airman must have no current PT exemptions with the exception of those due to pregnancy and/or deployment. Current fitness test must be valid through in-residence First Sergeant Academy graduation.
- L. Must obtain CCAF or civilian equivalent Associates degree not to exceed 18 months after graduation from FSA
- M. Incumbent must immediately enroll in SNCOA correspondence course upon selection for first sergeant duty (if not currently enrolled/complete), and must complete the course within 12 months after attending the FSA.
- N. Shall meet Airman's physical appearance and military image in all uniform combinations and must meet the highest standards expected only of the most dedicated professional SNCO. Tattoo placement, size and nature will be evaluated prior to nomination for adherence to guidance. Appropriate military image in uniform is paramount. Must meet or exceed AFI 36-2903 standards.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 2359 on or before the closing date.

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
6. Additional requirements: LETTER OF RECOMMENDATION FROM CURRENT CC and last 3 EPR's

Add any other documentation you want provided.

****SUBMIT ELECTRONIC ONLY****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9446/DSN 847-9446 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

michael.henderson.8@us.af.mil

OR:

SUBMIT APPLICATIONS VIA

AMRDEC SAFE: <https://safe.apps.mil/>

michael.henderson.8@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Signature of Selecting Official:

Print:

Sign:

Signature of Unit Commander:

☐ I DO ☐ DO NOT CONCUR

Print:

Sign:

Signature of Group Commander:

☐ I DO ☐ DO NOT CONCUR

Print:

Sign:

Signature of MPS: SUBMIT FOR PROCESSING/POSTING TO: **140 MPS DSG Announcement Review in GEARS**

☐ I DO ☐ DO NOT CONCUR

Sign: