



# Colorado Air National Guard

## Traditional

### Position Announcement

#### COANG 24-117



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

<b>POSITION TITLE:</b> First Sergeants	<b>AFSC:</b> ANY	<b>OPEN DATE:</b> 26-Apr-24	<b>CLOSE DATE:</b> 10-Jun-24
---	---------------------	--------------------------------	---------------------------------

<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140 Wing Buckley AFB, CO 80011	<b>GRADE REQUIREMENT:</b> <b>Minimum: E6    Maximum: E7</b>
---	--

<b>SELECTING SUPERVISOR:</b> CMSgt B. Phillips	<b>VACANCY</b> TBD	<b>PHYSICAL PROFILE:</b> <i>(Officer N/A)</i> PULHES – 333231    X Factor – G    ASVAB – No Req
---	-----------------------	--

#### 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

##### DUTIES and RESPONSIBILITIES:

- Position vacancies are located within the 140th Wing. Duty locations: Multiple
- 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 understand how the unit operates.
- Will strive to know all Airmen within the responsibility area, and stay attuned to their needs. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact readiness. Helps Airmen adapt to the military environment and adjust to the organization and duty assignments. Monitors unit sponsorship programs and conducts in-briefing for newly assigned personnel.
- 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 reasonably available for Airmen to seek counseling, mentoring and advice.
- 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 take the lead to ensure proper administration of nonjudicial and judicial actions concerning enlisted Airmen or as directed by 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 Attachment 2 of this instruction, and strive to understand local policy to include administrative, personnel, services and legal.
- 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.

## DUTIES and RESPONSIBILITIES (Cont'd):

### SPECIALTY QUALIFICATIONS:

Must meet the minimum qualifications outlined in AFI36-2113 to include, but not limited to the following:

- A. DSG and Technician applicants: Must be a MSgt or TSgt promotable to MSgt by the close of the vacancy announcement. All promotion business rules will apply.
- B. AGR applicants MUST be a current MSgt within the COANG, but will remain in UMD position/FT duties while detailed to serve as 1st Sgt on RSD.
- C. Must attend the FSA within 12 months of assignment and will remain in the position for a minimum of 3 years, not to exceed 6 years.
- D. 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.
- E. Incumbents not possessing a CCAF must complete this degree within 18 months of completing the FSA.
- F. Compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.
- G. Must have a current and passing score on the Air Force Fitness Assessment.
- H. Must hold a 7 or 9-skill level awarded AFSC.
- I. Must meet all other eligibility requirements outlined in AFI 36-2113, para 3.2.

### 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 myFitness)
6. Additional requirements: Letter of Recommendation from current CC or SEL  
Last 3 EPRs/EPBs

**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:

joshua.thornton.1@us.af.mil

**OR:**

#### SUBMIT APPLICATIONS VIA

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

joshua.thornton.1@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.