

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING
TEXAS AIR NATIONAL GUARD**

POSITION: First Sergeant
Position Number: 0964264

ANNOUNCEMENT: 136-11-86

AFSC: 8F000

ISSUE DATE: 29 November 2011

LOCATION: 136th Airlift Wing
Carswell Field, Fort Worth TX

CLOSING DATE: **Until Filled**

GRADE: Immediately Promotable MSgt/E-7 to SMSgt/E-8

Note: First Sergeant positions assigned the grade of Senior Master Sergeant/E-8 require experience and will be open only to those individuals who currently possess an 8F000 SDI.

Applicant selected for this position must agree to serve tenure of no less than 3 years from date of assignment. Member must have passed the AF Fitness Test with a minimum score of 75, to include the mile and half run, step test is not accepted. Applicant must attend FSA, in residence, within 1 year of selection. Applicant must have 3 years retainability prior to being placed in the UMD 8F000 position. Applicant must have completed the SNCO Academy Course in residence or by correspondence. **Any package that is incomplete WILL NOT BE CONSIDERED.**

Applications received by the 136 FSS after 1715 (CST) on the closing date will not be accepted and returned to the applicant. Electronic copies will not be accepted.

*** SEE REVERSE FOR SUMMARY OF MINIMUM POSITION *** QUALIFICATIONS

HOW TO APPLY: Submit a completed AF Form 1288, (Application for Reserve Assignment), records review rip dated within 60 days of closing date of announcement, military biography, personal letter of intent outlining career goals and objectives, current passing ANG Fitness Test, adverse action statement, Resume that outlines Leadership Experience, Base/Community Involvement, and Significant Self Improvement, and optional are any letters of recommendation (maximum 3 with 1 from current supervisor). The AF FORM 1288 can be obtained from your Commander's Support Staff (CSS), the Air Force Publishing website or your servicing Mission Support Flight.

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: The Adjutant General will not look favorably upon personnel who apply and are selected for a position in one geographical area and subsequently request to be transferred to another area because of the commuting distance involved. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Special Duty 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.

2. Duties and Responsibilities:

2.1. 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.

2.2. 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.

2.3. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, discipline, mentoring, and welfare 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.

2.4. 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.

2.5. Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms, and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for, and issues or conditions, which have the potential to negatively impact readiness, are resolved.

2.6. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes, and other absences from duty. Performs quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions, and disciplinary actions.

2.7. Works closely with the command chief master sergeant to ensure enlisted members understand and are prepared to execute the mission. Develops and executes specific goals, plans, and objectives to address issues related to enlisted members.

3. Special Duty Qualifications:

3.1. 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.

3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency, and USAF Senior Noncommissioned Officer Academy course (in residence or correspondence) is mandatory.

3.3. Training. For retention of this SDI, completion of the First Sergeant's Academy in residence is mandatory.

3.4. Experience. Not used.

3.5. Other. The following are mandatory for entry into this SDI:

3.5.1. Ability to speak distinctly.

3.5.2. Be an E-7 or above.

3.5.3. Prior qualification at the 7- or 9-skill level in any AFSC.

3.5.4. See attachment 4 for additional entry requirements.

All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

All questions regarding this announcement should be directed to MSgt Michael Butzlaff at commercial (817) 852-3235 or DSN: 874-3235.

SUBMIT APPLICATIONS TO: 136 FSS/FSMP

Attn: MSgt Michael Butzlaff
200 Hensley Ave, Bldg 1672
Fort Worth, TX 76127-1672