



**147th Reconnaissance Wing**  
**ASOS(Air Support Operations Squadron) Job Vacancy**  
**Position: First Sergeant, SDI 8F000**  
**Announcement Number: 147-11-28**  
**Announcement Date: 22 Feb 2011**  
**Closing Date: Unit Filled**

---

**First Sergeant:** A First Sergeant, SDI 8F000, vacancy exists in the Air Support Operations Squadron (ASOS).

**Grade:** MSGt/E7 or at time of submission as a TSgt/E6, meets all requirements necessary for immediate promotion to E7.

**Regarding Selection:**

**The First Sergeant** is a vital link between the Commander, base agencies, and the enlisted personnel in the unit. The First Sergeant must be credible, perceptive, and epitomize the core values of the Air National Guard and Air Force. They must have a high level of competency, energy, motivation, and be able to effectively communicate. A First Sergeant must be exemplary in professional conduct and appearance. Strong leadership traits, professional maturity, and command support are necessities to perform their duties.

**A. Position Description:** References include AFMAN 36-2108, Airmen Classification and AFI 36-2113, The First Sergeant.

1. Advises and assists the commander in maintaining discipline and standards regarding quality force.
2. Provides guidance to assigned enlisted personnel on matters of leadership, military courtesy, personal appearance, self-discipline, and personal adherence to standards.
3. Promotes welfare, morale, and health of enlisted personnel.
4. Assists commander in preparing and presenting unit training and information programs.
5. Supervises administrative actions directed by the commander.

**B. Mandatory Requirements:**

1. Compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.
2. Current passing Fit Test.
3. In the grade of MSGt or has completed all requirements to be immediately promotable to the grade of MSGt.
4. Ensure your qualifications meet the above Position Description and all mandatory mandatory requirements for AFSC.

**C. Specific Attributes:**

1. Demonstrate ability to effectively communicate to groups using power-point presentations.
2. Demonstrate ability to utilize EMAIL to open Microsoft Office documents, and attach and resend documents to others.

3. Demonstrate ability to utilize Microsoft Office programs: WORD, EXCEL, and POWERPOINT
4. Demonstrate ability to self-motivate, problem-solve and complete tasks independently.
5. Demonstrate understanding of Joint Operations involved in the unique mission of the ASOS.
6. Demonstrate ability to work in chain of commands, Air Force and Army, unique to ASOS mission.

**D. Training:** Completion of the First Sergeant Academy is mandatory. Selected individual must attend the First Sergeant Academy NLT one (1) year from the date of assignment/selection.

**E. Applicant Responsibilities:**

**HOW TO APPLY:** Submit a Letter of Introduction, completed AF Form 1288 (Application for Ready Reserve Assignment), Military Biography, Targeted Resume, personal letter of intent outlining career goals and objectives, Adverse Action Statement, Military Record of Individual Personnel (RIP) and current passing ANG Fitness Assessment. Letters of recommendation may be included. 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.

The application procedures can be found on the following website: [www.agd.state.tx.us/jobs](http://www.agd.state.tx.us/jobs). Click on the Air Traditional tab and then scroll down to the 147th job announcements.

**SUBMIT APPLICATION AND ANY QUESTIONS TO:**

147 FSS/DPMP  
Attn: SSgt Bufford  
14657 Sneider St., Bldg 1057  
Houston, TX 77034-5586  
Contact Number: 281-929-2269/2227

**NOTE: ALL APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS ON THE CLOSE OUT DATE. APPLICATIONS THAT DO NOT MAKE THE DEADLINE OR INCOMPLETE WILL NOT BE CONSIDERED AND RETURNED WITHOUT ACTION.**