

**TRADITIONAL ENLISTED VACANCY ANNOUNCEMENT
FOR
ASSIGNMENT TO THE 149TH FIGHTER WING
TEXAS AIR NATIONAL GUARD**

AMENDED: As of 8 February 2012

POSITION: Mission Support Group First Sergeant, 149 MSG

Announcement #: 149 -12-02

***AFSC: 8F000**

LOCATION: 149 FW, LACKLAND AFB TX

ISSUE DATE: 17 January 2012

GRADE: Immediately Promotable TSgt/E-6 NTE E-7

CLOSING DATE: 4 March 2012

Must have completed USAF Noncommissioned Officer Academy course (in residence or correspondence) to apply

****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 30 days of closing date on announcement, military biography, personal letter of intent outlining career goals and objectives, current passing Fit to Fight AF Fitness Management Assessment printout, adverse action statement, Targeted Resume that outlines Leadership Experience, Base/Community Involvement (IAW TXANGI 36-5, dtd 11 Feb 2009 Attachment 3) Significant Self Improvement, and Letters of Recommendation are optional (maximum 3 with 1 from current supervisor). If you are not assigned to the 149 FW, you must also include a Letter of Recommendation from your unit commander.

Applicant selected for this position must agree to serve tenure of no less than 3 years from date of graduation from First Sergeant Academy (FSA). If the member was a prior First Sergeant, the tenure starts the day of assignment. At the end of a 3 year tour, the hiring authority and the wing command chief will conduct a review of the First Sergeant performance. Additional period beyond 3 years is at the discretion and approval of the hiring authority. Member must have passed the AF Fitness Test with a minimum score of 75, to include the mile and half run, walk is not accepted. Applicant must have 3 years retainability prior to being placed in the UMD 8F000 position. **Any package that is incomplete WILL NOT BE CONSIDERED.**

Applications received by 149 FSS after 1600 (CST) on the closing date will not be accepted/considered. Electronic copies will not be accepted.

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

REASONABLE COMMUTING DISTANCE: Vacancies will normally be filled from personnel who are within or are willing to move within reasonable commuting distance of the military unit (Not to exceed 50 miles).

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 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.

MINIMUM POSITION QUALIFICATIONS: 8F000 (Extracted from AFECD, Changed 31 Oct 11 Effective 21Apr 11)

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 as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Ability to speak distinctly.

3.5.1.2. Be an E-7 or above.

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

3.5.1.4. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of this SDI, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

★3.5.3. For entry and retention of this SDI, must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.

SUBMIT APPLICATIONS TO:

149 FSS/FSMPD
107 Hensley St, Suite 2
Lackland AFB, Texas, 78236-0103
Attn: TSgt Longoria

Applicants must type or print in legible dark ink, SIGN AND DATE each application (**1-Original/1-Copy**). Failure to sign and date these forms in ORIGINAL SIGNATURE will result in non-consideration. **Fax/Scan will not be accepted.** Applications will only be accepted if they are physically received in the 149 FSS/FSMPD by 1600 hours (CST) on the closing date of announcement. **No exceptions will be made.**