

TRADITIONAL GUARDSMEN ENLISTED VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
F.S. Gabreski Airport
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201

ANNOUNCEMENT #: 13-009

DATE: 15 APR 2013

CLOSING DATE: 31 MAY 2013

UNIT: 106th Civil Engineering Sq

AFSC: 8F000

MAX AVAILABLE GRADE: MSgt

AREA OF CONSIDERATION:

POSITION TITLE: First Sergeant

All candidates may apply who meet the basic qualification for position.

SPECIALTY SUMMARY

Advises and assists the Commander in managing unit activities, and exercises general supervision over assigned enlisted personnel. Provides guidance to assigned enlisted personnel on matters of leadership, military courtesy, personal appearance, self-discipline, and personal adherence to standards. Promotes welfare, morale and health of enlisted personnel. Advises Commander on status of unit morale and welfare. Promotes unit recreation and social programs. Counsels enlisted personnel and takes action to resolve problems or complaints. Helps enlisted personnel adapt to military environment and adjust to the organization and duty assignment. Monitors unit administration. Perform other tasks as assigned.

QUALIFICATIONS AND SELECTION FACTORS:

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin
- The requirements and qualifications prescribed in this announcement are the minimum.
- Selection is not assured merely by meeting these requirements.

OTHER QUALIFICATIONS:

Must be a promotable Technical Sergeant, to be promotable to MSgt, must have 2 years time in grade, and have complete 9 years of time in service. **Must have completed the NCO Academy, in-residence or correspondence. Must hold a 7 skill level in any AFSC.** The applicant selected by the unit commander from the prioritized list will be awarded DAFSC SDI 8F000 pending completion of the USAF First Sergeant Academy. Technical Sergeants who are selected must be promoted immediately upon assuming the position of first sergeant. Must be able to pass Air Force (Active Duty) Physical Fitness Test. Must possess good leadership and management skills. Must have the ability to communicate effectively and distinctly in small and large forums. Must possess good administrative skills. Must be computer literate. Must have knowledge of military training, Air Force organization, drill and ceremonies, customs and courtesies, military justice, and counseling techniques. Must have current Commander's endorsement and a **minimum ASVAB Score of A41 or G62.**

INTERVIEW:

An Interviewing Board will be scheduled for all qualified applicants. Applicants will be notified of date and times.

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.

APPLICATION PROCEDURES:

Applicants will prepare and forward one copy of their Resume, Letter of Intent, Commanders Endorsement and Letters of Recommendation (if applicable).

Applications will be accepted by mail only and must be postmarked with a date on or before the close out date of this announcement. It is highly recommended that all applicants obtain a delivery verification receipt for their package.

MAIL APPLICATION TO:

106 FSS/FSOX
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201
ATTN: MSgt Katie Knoebel

DISTRIBUTION:

- ALL BASE PERSONNEL