

POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
141st AIR REFUELING WING STAFF AND OPERATIONS GROUP
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-21-07-064

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
141st Air Refueling Wing HQ 1 East Bong Street Fairchild AFB WA 99011	30 July 2021	12 Sept 2021	0976867
POSITION TITLE, GRADE, AFSC, FACILITY:			
First Sergeant, SMSgt, 8F000			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
Must be a Master Sergeant, meeting all requirements for promotion to Senior Master Sergeant. Must have minimum one year of First Sergeant special duty experience or a previous First Sergeant. Must have completed SNCOA. Must possess an Associate's or higher level degree from a nationally or regionally accredited academic institution, or must complete it within 18 months of completing FSA. No overall enlisted performance report (EPR) rating of less than "Met all" expectations, only the last three EPRs are considered. Must have scored 75 or above on the most recent AF fitness test. Must agree to serve a term of no less than 2 years from date of graduation from FSA and maintain 24 months of retainability. Must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3. Must demonstrate the ability to speak distinctly, have strong writing skills and experience counseling personnel. Must possess and maintain a SECRET security clearance or higher.			
AREA OF CONSIDERATION:			
Current members or those eligible for service in the Washington Air National Guard.			
WORKING CONDITIONS:			
The RSD working conditions are typically within the 141st Headquarters building and in the 141st Operations Group at Fairchild AFB, WA. TDYs and deployments as required to support the mission. Must be active member in the First Sergeant Council.			
SUMMARY OF DUTIES:			
<p>Advises the commanders 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 commanders in preparation of information programs (e.g., commander's call). Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, mentoring, and welfare of the enlisted force are met. 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. Supervises administrative actions directed by the commander. Performs quality force review and ensures timely processing of awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions, and disciplinary actions. Develops and executes specific goals, plans, and objectives to address personnel issues related to enlisted members.</p>			

OTHER REQUIREMENTS:

- Knowledge in directives and procedures in the following areas: First Sergeant, Personnel, Training, and Family Programs, etc.
- Ability to read, understands, interpret and administer Air Force Instructions (AFIs), laws, and directives.
- Ability to effectively communicate both orally and in writing with all levels of personnel to include the National Guard Bureau.
- Ability to effectively lead personnel.
- Ability to independently identify unit-level weaknesses and develop solutions that are effectively implemented with successful results.

SPECIALIZED EXPERIENCE:

Eligibility will be in compliance with State, and Group hiring requirements for E-7 and above.

INFORMATION

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS**APPLICATION REQUIREMENTS:**

1. Resume cover letter explaining desire to serve in the First Sergeant position
2. Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
3. Current Report of Individual Person (RIP)
4. Point Credit Summary (PCARS) from vMPF.
5. Current Report of Individual Fitness
6. Letter(s) of Recommendation (Optional)
7. Last 3 EPRs

EMAIL RESUME TO:

SMSgt Cynthia L. LaForce
cynthia.laforce@us.af.mil
Applications must be received NLT 1200 on closing date.

OR SEND TO:

141 ARW/CSS
1 East Bong Street
FAIRCHILD AFB WA 99011
Applications must be received NLT 1200 on closing date.

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.