

**POST ON BULLETIN BOARD**  
**DRILL STATUS GUARDSMAN**  
**POSITION VACANCY ANNOUNCEMENT**  
**256<sup>th</sup> INTELLIGENCE SQUADRON**  
**WASHINGTON AIR NATIONAL GUARD**  
**DSG ANNOUNCEMENT # FY-22-11-010**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
256 <sup>th</sup> Intelligence Squadron 10 S. Grant Street, Bldg 445 Fairchild AFB WA 99011-9424	2 Nov 2021	3 Dec 2021	1029511
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
First Sergeant, MSgt, 8F000			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
Airman must be a Master Sergeant, or Technical Sergeant meeting all requirements for promotion to Master Sergeant. Must attend First Sergeant Academy (FSA). Must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of C-3. Must have an 80 or above on last two Physical Fitness tests, or 90 or above on most recent test, no failure on any portion within the last 12 months or exemptions from any component, and must be valid through the in-residence of the FSA. Must exhibit exceptional leadership qualities, and exemplify the Core Values of the Air Force and the Air Guard. Must agree to serve a term of no less than 3 years from date of graduation from FSA and maintain 36 months of retainability. Must have completed SNCOA, or complete it within 24 months after attending FSA. CCAF degree or equivalent preferred. Must possess 7-skill level awarded AFSC. Must demonstrate the ability to speak distinctly, have strong writing skills and experience counseling personnel. Must have and maintain a TOP SECRET security clearance.			
<b>AREA OF CONSIDERATION:</b>			
Current members of the Air National Guard.			
<b>WORKING CONDITIONS:</b>			
Must be able to meet the travel and mission requirements of the 256 IS and this position, as well as performing additional planning days required by the Commanders. Member is expected to attend all RSDs and Annual Training to include potential wing deployment commitments. Must be active member in the First Sergeant Council.			
<b>SUMMARY OF DUTIES:</b>			
<p>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 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, understand, 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 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.

**INFORMATION**

1. 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.
2. 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 with cover letter explaining your desire to serve in this position
2. Last three Enlisted Performance Reports
3. MyFSS Fitness Printout (with full history)
4. Copy of vMPF Record Review
5. Letter(s) of Recommendation (no more than three)

Qualified applicants will be scheduled for an interview once completed package has been received and reviewed

**EMAIL RESUME TO:**

CMSgt James Conn  
[James.conn.1@us.af.mil](mailto:James.conn.1@us.af.mil)  
and  
MSgt Bryna Kelm  
[Bryna.kelm@us.af.mil](mailto:Bryna.kelm@us.af.mil)

Applications must be received NLT 1200 on closing date.

**OR SEND TO:**

Applications will only be accepted digitally.

**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.