



****MILITARY VACANCY ANNOUNCEMENT****

UNIT: 142 Wing -Multiple Units

TITLE: First Sergeant

AFSC: 8F000

POST DATE:

CLOSE OUT DATE: Open until filled.

POSITION GRADE: E6 promotable to E7

STATUS: Drill Status Guardsmen

Who may apply:

- Current members of the 142d Wing.
- Current members in the Oregon Air National Guard.
- Members eligible to join the Oregon Air National Guard.

Special Duty Summary:

Key leader serving in a time-honored special duty position, rich in custom and tradition. First sergeants are a dedicated focal point for all readiness, health, morale, welfare, and quality of life issues within their organizations. At home station and in expeditionary environments, their primary responsibility is to build and maintain a mission-ready force.

Duties and Responsibilities:

- Exemplifies and is thoroughly familiar with military standards outlined in AFI 1-1, Air Force Standards; Air Force Handbook (AFH) 36-2618, The Enlisted Force Structure; and the Air Force Core Values.
- Works directly for the unit commander. Active and visible part of the leadership team.
- Familiar with the unit(s), mission(s) and operations. Strive to know all personnel within their assigned unit and stay attuned to their needs.
- Helps personnel adapt to the military environment and adjust to the organization and duty assignments.
- Remains vigilant for and moves to resolve issues that, if left unchecked, would adversely impact readiness.
- Monitors unit sponsorship programs and conducts in-briefing for newly assigned personnel.
- Develops and coordinates a response plan with full-time unit personnel during periods when not in a duty status.
- Serves as a key advisor to the commander on all matters concerning assigned personnel and advises the commander on subjects the commander deems appropriate.
- Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call).
- Attends staff meetings.
- Is available for personnel to seek counseling, mentoring and advice.
- Understands civilian personnel policy and labor laws if civilian employees are assigned to the unit.
- Participates in First Sergeant Council activities.

- Performs quality reviews on awards, decorations, promotions, reenlistments, classifications, performance reports, quality control and disciplinary actions as directed by the commander.
- Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit. This includes working closely with law enforcement and the legal office.
- Engages in a personal fitness routine and maintains fitness standards in accordance with AFI 36-2905, Fitness Program.
- Maintains personal readiness and works closely with the UDM to ensure all unit members are prepared to deploy. At deployed locations, the first sergeant renders the necessary leadership to provide and sustain a mission-ready force for the commander.
- Engages with installation support agencies and serves as a liaison for the commander and unit members. Quickly becomes familiar with all support agencies upon arrival according to Attachment 2 and strives to understand local administrative, personnel, services, and legal policies.
- Develops a professional relationship and works with unit superintendents on matters concerning the welfare and readiness of the unit. Works with SNCOs and supervisors to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring, and welfare needs of the force are met. 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. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony and safety. Supports and promotes professional military education activities. Corrects conduct prejudicial to good order and discipline.
- Develops a continuity program to ensure those fulfilling the duties of the unit first sergeant are successful. When turning over responsibility to a replacement first sergeant provides, at a minimum: adequate insight, complete unit roster, organizational chart overview, mission brief, contact information for base agencies and respective leadership, details on current projects, programs, and unit issues,
- Provides recommendations to the commander and enlisted leadership on noncommissioned officers and SNCO's who demonstrate the ability to serve as a USAF first sergeant.
- Communicates with the First Sergeant Council for advice during critical moments or unique situations, especially for situations a first sergeant has not experienced.
- Works with the unit(s) key spouse(s) where applicable and strives to ensure the commander's program is successful. Serves as the liaison between the key spouse and unit and supports the key spouse's efforts to enhance unit readiness. Serves as the primary point of contact and link between the commander and key spouse. Assists with recruiting and selecting key spouses. Meets with key spouses regularly. Assists key spouse with administrative and logistical support and provides access to updated rosters. Is available for needs of family members.
- Works with peers to ensure clear roles and lines of responsibility are defined in a unit with multiple first sergeants to ensure their efforts are complementary.
- Exercise Comprehensive Airman Fitness principles in accordance with AFI 90-5001, Integrated Resilience.
- Other duties as assigned.

Eligibility Criteria:

Current Technical Sergeant promotable to Master Sergeant are eligible to apply. Must not have any fitness failures within past 12 months, and no record of disciplinary action which resulted in an Article 15 or UIF in past 3 years.

HOW TO APPLY: Application package will consist of a resume detailing your experience, military and civilian education, recommendation letter from unit commander, a record review RIP (from vMPF) w/in 30 days, Official Air Force Biography with photo, most recent Enlisted Performance Report, current copy of Physical Fitness Assessment, and an AF IMT 422A Physical Profile - Serial Report.

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