

173d Fighter Wing



YOU MAY EMAIL YOUR APPLICATION TO:

173.fw.hro.org@us.af.mil

NATIONWIDE MILITARY VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: KF 24-008	OPEN DATE: 29 May 2024	CLOSING DATE: 29 Jul 2024
UNIT/LOCATION: 173D SECURITY FORCES SQUADRON 173D FIGHTER WING, KLAMATH FALLS, OREGON		
POSITION: FIRST SERGEANT		
POSITION DETAILS	GRADE TO APPLY: MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: PROMOTABLE TSgt MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSgt	NOTES:: - PROJECTED START DATE: ASAP
UMD Number: 112446234		
Grade: MSgt		
AFSC: 8F000		
WHO MAY APPLY FOR THIS POSITION: OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD (ORANG) AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE ORANG		
AREAS OF CONSIDERATION: FIRST AREA: CURRENT TRADITIONAL MEMBERS OF THE ORANG SECOND AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE ORANG		
FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL: SECTION/SHOP SUPERVISOR: RANK CMSgt LEVI CLAREY, PHONE, DSN 885-6622 FORCE SUPPORT OFFICER LIAISON : SSGT HOLLY TAIT, 885-6133 HR LIAISON: MEGHAN McMACKIN/MSgt MELISSA WHOLERS, 541-885-6580 / DSN 830-6580 RECRUITING & RETENTION OFFICER ACCESSIONS NCO : TSgt AUDRA BURD, 541-885-6499 / DSN 830-6499		

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

DESCRIPTION OF DUTIES

Serves as the Squadron First Sergeant. 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, councils, and when conducting tours through unit areas. Works with fellow senior non-commissioned officers and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, mentoring, and welfare of the enlisted 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 agencies. Assists enlisted personnel in adapting to military environment and adjusting to the organization and duty assignments. Supervises administrative actions directed by the commander. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander. Works closely with the Command Chief Master Sergeant to ensure enlisted members understand and are prepared to execute the mission. Conducts other duties as assigned.

SPECIALIZED QUALIFICATIONS: Mandatory knowledge must include: 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

EDUCATION: For entry into this special duty, completion of high school or general educational development equivalency required.

TRAINING: Completion of the USAF First Sergeant Academy within 12 months of assignment is mandatory.

SPECIAL INFORMATION: The following are **mandatory** for entry and retention into this specialty as indicated:

- Must be a Master Sergeant or promotable Technical Sergeant.
- Prior qualification in any AFSC at the 7 or 9 skill level.
- Knowledge of the unit's strengths and weaknesses.
- Highly motivated and have exceptional leadership and managerial skills.
- Ability to speak distinctly.
- Financially stable and have no prior issue that would reflect negatively on the organization.
- Meet current Fitness Assessment standards and overall image must exceed minimum standards.
- Must have completed the NCO Academy Course in-residence or by correspondence prior to application.
- Must agree to serve tenure of no less than 3 years and not more than 6 years after completion of the USAF First Sergeant Academy.
- Must be available on Friday before the Regular Scheduled Drill (RSD) for preparation of RSD, commander's call, and staff meeting.
- Must complete SNCOA in-residence or correspondence within 24 months after graduation date of the USAF First Sergeant Academy

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THESE INSTRUCTIONS.

******* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED *******

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENT

ADDITIONAL INFORMATION

All applicants:

- Resume detailing your experience, military and civilian education, and availability
- Military biography
- Letter of recommendation from your commander
- Current vMPF Records Review RIP

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

□ Copy of current Physical Fitness Assessment with an overall score of 80 or higher on last two or 90 or higher on last test. **Fit Test must be accomplished without any exemptions.**

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applications will be accepted until the announcement closing date
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or **DIGITALLY SIGN**
- FAILURE to complete and submit the required documents will result in the application not being processed
- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF22-506 - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention (“AF22-506 – Doe – 1”)**
- Limit file size to less than 5MB
- Submit applications through email to 173.fw.hro.org@us.af.mil Place the announcement number and last name ONLY in the E-Mail subject line. (example: AF24-501 Doe) Encrypted message can be sent to this address

Applications must be received by the announcement closing date.

**THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS**

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.
***** PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******