



AIR NATIONAL GUARD (ANG) MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

*****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE. DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT*** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED BELOW.**

DUE TO THE HIGH VOLUME OF APPLICATIONS, PACKAGES RECEIVED WITHIN FOUR DUTY-DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/DISQUALIFICATION ONLY. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. INCOMPLETE APPLICATIONS SUBMITTED WITHIN FOUR DUTY-DAYS OF CLOSEOUT DATE WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATION REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

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| <u>ANNOUNCEMENT NUMBER:</u> | MVA 2016-287C1 |
| <u>OPEN PERIOD:</u> | 20 September 2016 thru 2359 EST, 26 October 2016 |
| <u>HIRING DIRECTORATE:</u> | ANGRC/CC |
| <u>POSITION TITLE:</u> | Air National Guard Readiness Center (ANGRC) and 201st Mission Support Squadron (MSS), First Sergeant |
| <u>AFSC REQUIREMENT:</u> | 8F000 (PAFSC, 2AFSC, 3AFSC, 4AFSC) |
| <u>RANK/GRADE REQUIREMENT:</u> | MSgt/E7 (promotable) - SMSgt/E8 |
| <u>POSITION INFORMATION:</u> | Full Time, Title 10, Statutory Tour |
| <u>TOUR LENGTH:</u> | 2-4 Years |
| <u>AGENCY:</u> | National Guard Bureau (NGB) |
| <u>DUTY LOCATION:</u> | Joint Base Andrews, MD |
| <u>WHO MAY APPLY:</u> | Qualified ANG members only |

1. Requirements

*** You must submit all required documents IAW the Application Procedures/FAQs located on the website. These procedure/FAQs can change at any time-you MUST follow the most current procedures. All applicants are strongly encouraged to thoroughly review all application procedures and FAQs prior to contacting NGB/HR and especially prior to submitting your application**

Must hold rank/grade, AFSC requirement, and be current/passing within fitness standards as established by AFI 36-2905, by and through announcement closeout date. All information must be accurately indicated on the vMPF RIP at the time of application.

Must have a Secret security clearance.

First sergeant positions assigned the rank of SMSgt may only be filled by experienced first sergeants. Experienced first sergeants are defined as a first sergeant who has completed one 3 year tenure as a first sergeant. Members with at least 2 years of experience may be deemed "experienced" by the ANG Component Functional Manager.

To be considered qualified for a SMSgt first sergeant position, the applicant **MUST** be currently serving as a first sergeant. Master Sergeant applicants will need to meet this criteria, along with the promotion requirements for SMSgt.

If currently assigned to a Special Duty Identifier (SDI), you must provide a conditional release memorandum from the career field manager/functional area manager.

2. Position Description

- Incumbent is expected to carry out the duties of the First Sergeant for ANG Readiness Center (ANGRC), Arlington Hall Station, Pentagon, and geographically separated unit (GSU) assigned personnel, as well as the 201st MSS.
- Applicants should have exceptional oral and written communication skills; and be independent, able to perform well under pressure and capable of simultaneously handling multiple issues that are often sensitive in nature.
- This position is a 24/7 position that requires the incumbent be available at all hours of the day and night. Incumbent will also be required to travel to visit GSU personnel.
- The First Sergeant advises the commander on all issues related to the enlisted force, and exercises general supervision over assigned enlisted personnel. The incumbent provides the commander a mission-ready enlisted force to execute the unit mission, as well as 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. Works with fellow senior noncommissioned officers (SNCO's) and supervisory personnel to ensure a standard of discipline.
- This position requires the individual to be perceptive, credible, and exemplify the core values of the USAF. Applicants should understand and have the ability to communicate the ANGRC Commander's vision, mission, programs, and policies.

- The First Sergeant serves as a key advisor to the commander on matters relating to health, morale, welfare, safety, legal, personnel, administrative issues and a variety of other issues; understands the operation and mission of the organization and all subordinate elements; identifies and assesses factors impacting morale and well-being of the enlisted force and provides the commander and director's with recommendations to resolve issues; and establishes a close rapport with the commander, vice commander, command chief, chief of staff (CoS), directors, Chief Master Sergeants (CMSgt's), and senior enlisted personnel utilizing effective communications such as: work center visits, phone calls, and attending official, special, and social events.
- The incumbent provides guidance to all enlisted personnel on matters of leadership, military courtesy, personal appearance, and self-discipline; counsels enlisted personnel and takes necessary action to resolve problems or complaints; and coordinates complex issues with the commander, personnel, finance, chaplains, social actions, legal, Red Cross, and other agencies.
- The First Sergeant serves as an active participant on First Sergeants Council; leads the quarterly and annual awards programs; interacts with host wing first sergeants on quality of life issues; and performs other duties as required/directed by the commander.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your career field manager/functional area manager stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in AFI 36-2502.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), evaluations, etc. could result in disapproval.

It is your responsibility to ensure your vMPF RIP is accurate/in order prior to application submittal. This includes but not limited to, verifying duty history, AFSC, service dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current director's approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward reduced eligibility age for reserve retirement pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within four duty-days of receipt. You may email usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil or call 240-612-8884 to check the status of your application. Please do not call/email for a status update within the four duty-day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within four duty-days of the closeout date listed on the announcement will be reviewed for qualification/disqualification only. Any incomplete/missing requirements/documentation will result in disqualification. Submittal of any missing documents/requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to our FAQs and application procedures. If your question is still not answered, contact our office for clarification. Review your application and requirements thoroughly before submitting to preclude disqualification.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/index.asp>