

First Sergeant Application Requirements

First Sergeant Duties and Responsibilities: A United States Air Force First Sergeant is an expeditionary leader serving in a time honored special duty position, rich in custom and tradition. This position is critical to the execution of a unit's mission. Although a first sergeant does not typically have a specific operational or technical expertise requirement, he or she must thoroughly understand how decisions affect unit performance. A first sergeant primarily supports the mission through interaction, support and management of Airmen and families. A first sergeant works directly for, and derives authority from, the unit commander and serves as the commander's critical link within the unit for matters concerning all Airmen. A first sergeant must ensure the force understands the commander's policies, goals and objectives and must also ensure support agencies; i.e., chaplain, Airman and Family Readiness, Director of Physiological Health, etc are readily available to unit members and their families. A first sergeant will respond to the needs of unit members 24 hours a day, seven days a week, and may, at times, be required to work long and irregular hours. He/she must remain vigilant for, and use the necessary authority to resolve, issues that left unchecked would adversely impact readiness. A first sergeant communicates with unit leadership, supervisors and members to ensure discipline is equitably maintained and morale, welfare and health needs for the enlisted force are met. A first sergeant serves as the commander's advisor on personnel programs, career progression, family needs, financial matters, Professional Military Education (PME) and recognition. A first sergeant performs quality force reviews of performance reports, awards, decorations, promotions, classifications, disciplinary actions and other items as deemed necessary by the unit commander. A first sergeant is expected to epitomize the highest qualities of an Air Force senior noncommissioned officer. These qualities require a first sergeant to always remain perceptive, credible and exemplify the United States Air Force core values. A first sergeant must be proactive in the performance of his/her duties and demonstrate initiative, innovation and character.

Qualifications: Applicants must be exceptionally well qualified, with a broad breadth of experience and significant supervisory and leadership experience. Applicants must not have a permanent ALC "C" stratification "3" and must have 36 months' retainability from the time of selection. Completion of Non-Commissioned Officer Academy is required prior to being selected. Completion of the USAF Senior Noncommissioned Officer Academy is mandatory within one year from First Sergeant Academy graduation date. He or she must project an overall military image that well exceeds minimum standards. A Secret Security Clearance is required. Applicants must be recommended by their current Command Chief prior to consideration for this position. Reference AFI 36-2113, *The First Sergeant*, for more information.

Prerequisites:

- a. Must possess a minimum aptitude score of Administrative 41+ or General 62+.
- b. Possess an awarded AFSC at the 7-skill level.
- c. Community College of the Air Force degree
- d. Overall rating of 5 on last three performance reports and no referral EPRs in the last three years.
- e. Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test. No exemptions or failure on any portion within the last 12 months, except for deployments and/or pregnancy. No more than one unsatisfactory physical fitness assessment.
- f. Three (3) or more years from High Year Tenure (HYT).
- g. Outstanding in appearance, military bearing, professional military image and conduct, both on/off duty.
- h. No convictions by a civilian court, except for minor traffic violations.
- i. No general, special or summary courts-martial convictions.
- j. Must not have, nor bear the appearance of, personal, financial, marital or family problems that detract from the member's ability to effectively serve as a First Sergeant.

k. Never received military disciplinary/corrective action (Letter of Counseling, Letter of Admonishment, Letter of Reprimand, or Article 15) for sexual-related offenses, drug-related offenses, larceny/theft/fraud, assault, domestic/child abuse-related offenses or repeat offenders for lesser offenses of those listed.

5. Application Package Contents:

- a. AFRC First Sergeant Application
- b. Copies of last three Enlisted Performance Reports (EPRs)
- c. Complete Air Force Fitness Management System (AFFMS) report
- d. Current Military Bio IAW AFH 33-337
- e. Current full length color photo in service dress uniform standing at 3/4 turn pose (unofficial/personal) digital print is acceptable
- f. Current Career Data Brief (CDB) via vMPF
- g. Maximum of three Letters of Recommendation with one being from current Commander

Current as of 10 Nov 2018