



176th Wing - Alaska Air National Guard

Position Title: First Sergeant **AFSC:** Open to All **STATUS:** Drill Status Guardsman

Grade Req: Min E-6 Promotable, Max E-8 **Position #:** Multiple

Unit/Duty Location: 176th Wing, Joint Base Elmendorf Richardson, Alaska

OPENING DATE: **4 November 2025**

CLOSING DATE: **18 November 2025**

WHO MAY APPLY/AREAS OF CONSIDERATION: **STATEWIDE**

AREA OF CONSIDERATION: Alaska Air National Guard Drill Status Guardsman *All applicants MUST currently meet, or be able to meet the requirements outlined below.*

SELECTING SUPERVISOR: CMSgt Timothy Stone

CURRENT OPPORTUNITIES RESIDE WITHIN:

176TH WING (E-8; 1 year of First Sergeant experience required)

176TH SECURITY FORCES SQUADRON (E-7)

176TH OPERATIONS GROUP RESCUE (E-7)

If you have the drive to provide guidance to Air National Guard enlisted personnel on matters of leadership, military courtesy, personal appearance, self-discipline, and personal adherence to standards while rounding out the command team; this opportunity is for you!

Major duties may include: This is a 24/7 position – Selectee will be “on call” during non-duty hours.

SUMMARY OF DUTIES:

- Advises and assists the commander on disciplinary matters and other aspects of Squadron activities/functions.
- Maintains and improves the quality of life of enlisted personnel through enlisted award programs, morale enhancement programs and helping personnel improve life skills.
- Provides guidance to Air National Guard enlisted personnel on matters of leadership; military courtesy; personal appearance; self-discipline; and personal adherence to standards IAW DAFI 36-2903.
- Promotes health, morale and welfare of all assigned enlisted personnel. Corrects conduct prejudicial to good order and discipline.
- Advises and assists the commander in maintaining discipline and standards regarding quality force.
- Ensures frequent contact with unit's enlisted personnel at work and recreation areas.
- Ensures enlisted personnel are trained in military subjects such as dress and appearance, customs and courtesies, and drill and ceremony IAW AFI 34-1201.
- Coordinates with military and civil law enforcement authorities.
- Counsels enlisted personnel and takes action to resolve problems or complaints.
- Supports and promotes professional military education activities.
- Coordinates resolution of complex problems with commander and all base agencies.
- Coordinates with supervisors on personnel actions including squadron and base details, squadron duties, leave, passes, dependent care certification, weight management, and fitness programs.
- Must possess exceptional communication, leadership, and managerial skills.

Special Duty Qualifications IAW the most current AFECD & AFI 36-2113 Chapter 3 & 4:

- Knowledge is mandatory of: personnel management with emphasis on quality force indicators; personnel and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; military justice; and counseling techniques.
- Member must have already completed NCOA, via correspondence or in-person.
- Applicant must immediately enroll in the Senior NCO correspondence course upon selection for first sergeant duty (if not currently enrolled/complete) and must complete the course within 12 months of completing the First Sergeant Academy (FSA).
- Applicants must be in the grade of Technical Sergeant or Master Sergeant. Technical Sergeants may be boarded for Master Sergeant positions only if they are eligible for promotion to Master Sergeant under the provisions of the retraining promotion program in DAFI 36-2502, Promotion of Airmen, and must be promoted immediately upon assignment to the UMD position.
- Must meet minimum USAF and ANG standards. Overall image must exceed minimum standards.
- Must possess a Community College of the Air Force degree, equivalent Associates degree, or be able to complete a CCAF degree within 18 month of completing the FSA.
- Possess an awarded AFSC 7-skill level and not projected to reach six years of service outside of that AFSC during initial four-year tenure as a First Sergeant.
- No referral EPR/EPBs in the last three years.
- Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemptions, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence FSA graduation.
- Not currently serving in a Special Duty Identifier (SDI) position.
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a First Sergeant.
- No record of disciplinary action resulting in an Article 15, ACMJ, or Unfavorable Information File for the past three years.
- No record of disciplinary action (Letter of Counseling, Letter of Admonishment, Letter of Reprimand, or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships or documented failures to exercise sound leadership principals.
- No military disciplinary/corrective action (LOC, LOA, LOR, ACMJ, 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.
- No convictions by a civilian court except for minor traffic violations.
- Prior qualification at the 7 or 9 skill level awarded AFSC level.
- Be highly motivated, have exceptional leadership and managerial skills.
- Must be financially stable.
- Must not have an Assignment Limitation Code (ALC) of C-3.
- Have a minimum physical profile of PULHES 333231, minimum ASVAB scores of ANY.

Desirables:

- Community College of the Air Force degree or equivalent Associates degree. Complete degree within 18 months if not complete.
- Ability to speak distinctly.

- Ability to work with little supervision.
- Ability to navigate through difficult conflicts.
- Ability to maintain high standards of integrity.
- Have knowledge of [AFI 36-2113, The First Sergeant](#).

LENGTH OF TERM:

- Selections are controlled tours for 4 years; First Sergeants can be considered for extension for up to 2 additional years, but shall not exceed 6 years total. Selected members must have/attain a minimum of four years retainability from the date of FSA training requests.

APPLICATION PROCESS: Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting an application to the **176th Wing at: timothy.stone.3@us.af.mil**. **Hard copies will also be accepted at the Wing Command suite.** All applications must be typed, signed and dated with original or digital signature. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are interested in. Application documents include:

1. CURRENT Records Review RIP (available on vMPF)
2. CURRENT/PASSING Report of Individual Fitness (from MyFITNESS)
3. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status
4. CURRENT ARCNET report
5. Cover Letter
6. Resume -OR- Last 3 EPR/EPBs
7. Letters of Recommendation will be accepted

QUESTIONS: Please contact one of our Wing's First Sergeants or CMSgt Timothy Stone at timothy.stone.3@us.af.mil.

THE 176TH WING IS AN EQUAL OPPORTUNITY EMPLOYER: Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor.

SDI 8F000

FIRST SERGEANT**(Changed 30 Apr 24)**

1. **Special Duty Summary.** Serves as the commander's advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Related DoD Occupational Subgroup: 152100.

2. **Duties and Responsibilities:**

2.1. Provides the commander a mission-ready force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact Airmen readiness. Prepares personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander.

2.2. 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 Airmen. 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 and councils, and when conducting tours through unit areas.

2.3. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring, and welfare of the force are met. Ensures supervisors set an appropriate example for the subordinates. 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. Maintains liaison with base agencies to ensure availability of services for unit members. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety, and sanitation. Supports and promotes professional military education activities. Corrects conduct prejudicial to good order and discipline.

2.4. Assists personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Makes frequent contact with unit members at work, housing, and recreation areas.

2.5. Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for and issues or conditions, which have the potential to negatively impact readiness, are resolved.

2.6. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty. Performs quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions.

2.7. Works closely with the command chief master sergeant to ensure Airmen understand and are prepared to execute the mission. Develops and executes specific goals, plans and objectives to address issues related to Airmen.

3. **Special Duty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of personnel management with emphasis on quality force indicators, personnel and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; military justice; and counseling techniques.

3.2. Education. For entry into this SDI, CCAF degree or equivalent is mandatory for RegAF and AFRC Airmen. ANG members are not required to possess a CCAF or equivalent upon entry into this SDI. ANG members must immediately enroll in the SNCOA correspondence course upon first sergeant selection (if not currently enrolled/complete) and must complete the course within 24-months from FSA graduation date.

3.3. Training. For award of this SDI, completion of the USAF First Sergeant Academy is mandatory.

3.4. Experience. Not used.

3.5. Other.

3.5.1. For entry into this SDI, the following are mandatory:

3.5.1.1. E-7 with 4 or more years from current/projected grade HYT.

3.5.1.2. Possess an awarded AFSC at the 7- or 9-skill level and not projected to reach six years of service outside of that AFSC during initial four-year tenure as a First Sergeant. NOTE: Career Enlisted Aviators only serve three-year initial tenures.

3.5.1.3. No record of "not ready now" on the last 5 years of evaluations.

3.5.1.4. No referral EPRs in the last three years.

3.5.1.5. Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemptions, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.

3.5.1.6. Not currently serving in a Special Duty

3.5.1.7. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

- 3.5.1.8. Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a first sergeant.
- 3.5.1.9. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.
- 3.5.1.10. Be highly motivated, have exceptional leadership and managerial skills.
- 3.5.1.11. Body composition not to exceed moderate risk category.
- 3.5.1.12. See attachment 4 for additional entry requirements
- 4. **For entry and retention of this SDI, the following are mandatory:**
 - 4.1. No general, special, or summary courts-martial convictions.
 - 4.2. No record of disciplinary action (Letter of Counseling, Letter of Admonishment, Letter of Reprimand, or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships* or documented failures to exercise sound leadership principals.
 - 4.3. No convictions by a civilian court except for minor traffic violations.
 - 4.4. No military disciplinary/corrective action (LOC, LOA, LOR, 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.
 - 4.5. Must not have an Assignment Limitation Code (ALC) of C-3.
- 5. **For retention of this SDI, the following are mandatory while serving as a first sergeant:**
 - 5.1. No nonjudicial punishment under the Uniform Code of Military Justice during first sergeant tenure
 - 5.2. Must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.
 - 5.3. No rating of "not ready now" or a referral EPR/EPB during first sergeant tenure.
 - 5.4. No more than one physical fitness assessment under 80 during tenure as a first sergeant.
 - 5.5. Body composition not to exceed moderate risk category.
 - 5.6. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

Utilization note (RegAF only): Award of this SDI is only authorized when an airman is filling a funded 8FXXX unit manpower document (UMD) authorization. When the member is filling a valid 8FXXX UMD authorization, 8FXXX is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. The CAFSC will be updated after the member graduates from the formal school and signs in the new duty position (this is the same time the DAFSC changes). If there is no formal school, then the CAFSC will be updated using the same effective date as the DAFSC. Once the member is no longer filling a valid 8FXXX UMD authorization, 8FXXX is no longer authorized as the Control and Duty AFSC but will remain as an awarded (secondary, third or fourth) AFSC IAW AFMAN 36-2100, unless the member is disqualified from the SDI then it will not remain as an awarded AFSC. Further, 8FXXX is not authorized for award as the PAFSC when filling a funded 8FXXX UMD authorization.

5.7. unless incumbent has no other awarded AFSCs. Airmen performing 8FXXX duties but not filling a funded 8FXXX UMD authorization will have no change in their awarded and control AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFMAN 36-2100, *Military Utilization and Classification*. Use Outside of Control AFSC.