



# ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 25-139



<b>POSITION TITLE:</b> First Sergeant	<b>AFSC</b> 8F000	<b>OPEN DATE:</b> 28 July 2025	<b>CLOSE DATE:</b> 27 August 2025
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176th Logistics Readiness Squadron, Joint Base Elmendorf Richardson, Alaska	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E6 Promotable <b>Max:</b> E7
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<b>SELECTING SUPERVISOR:</b> Lt Col Joshua Locke	<b>Position Number</b> 1097365
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## AREAS OF CONSIDERATION

Alaska Air National Guard members (Any AFSC)

## MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

## INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement:
- PULHES: 333231
- TSgt (E-6 applicants must meet promotion eligibility criteria (TIG, TIS, PME, Skill Level etc.) by the closing date of the advertisement

## PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Cover Letter
2. Resume
3. AF Biography
4. Last three (3) EPBs
5. At least 1 Letter of Recommendation

Must have completed the following:  
Non-Commissioned Officer Academy

Preferred qualification:  
Additional Duty First Sergeant Symposium

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 24 months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

## SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [ E8 / E9 / O4 / O5 ] positions is contingent on availability/state allocation of controlled grades.
  - Selection into higher graded positions IS NOT a promise of promotion.
  - Upon selection additional medical verification will be required prior to start of AGR tour.
  - Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
  - Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
  - Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board.
- Projected start date 1 Nov 2025

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

### APPLICATION PACKAGE:

1. SIGNED NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.Alaska.gov/ang-employment/>)
2. CURRENT full Records Review RIP from Virtual MPF: <https://vmvf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/ MyFitness (must not show a "fitness due date" that is in the past) (or) a signed letter from the UFP. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (Adobe Portfolio is not recommended. Signatures may be stripped once they are saved. Consider printing signed documents to PDF prior to combining files).

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

- Example: ANG 25-XXX Doe, Jane E1
- Email Subject should be: Announcement Number
- Example: ANG 25-XXX
- Email Application Package to: [ng.ak.akarng.mbx.hro-agr@ARMY.mil](mailto:ng.ak.akarng.mbx.hro-agr@ARMY.mil)

### DoD SAFE SUBMISSIONS:

Applications will be accepted through DoD SAFE if standard email procedures do not work: DoD SAFE <https://safe.apps.mil/>

- If a passphrase is created, email it separately to [ng.ak.akarng.mbx.hro-agr@ARMY.mil](mailto:ng.ak.akarng.mbx.hro-agr@ARMY.mil)
- All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

### QUESTIONS:

Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

### MS.CHOUA THAO:

Commercial 907-428-6467

DSN 317-384-4467

[choua.thao4.civ@ARMY.mil](mailto:choua.thao4.civ@ARMY.mil)

### MSGT MONICA SWINT:

Commercial 907-428-6247

DSN 317-384-4247

[monica.b.swint.mil@ARMY.mil](mailto:monica.b.swint.mil@ARMY.mil)

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by the HRO-AGR Manager.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, sex, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have sex restrictions.

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.

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
31-Oct-24	4R0X1D				50		H	3	3	3	2	3	3		
31-Oct-24	4R0X1F				50		H	3	3	3	2	3	3		
	4T0X1				62		G	3	3	3	3	3	3		
	4T0X2				44		G	3	3	3	3	3	3		
30-Apr-23	4V0X1				52		G	3	3	3	2	2	3	X	
30-Apr-23	4V0X1S				52		G	3	3	3	2	2	3		
	4Y0X1				44		G	3	3	3	2	3	3		
	4Y0X2				66		G	2	1	2	2	2	1		
	5J0X1				51		G	3	3	3	3	3	3		
	5R0X1	1		35	44		G	3	3	3	2	3	3		
	6C0X1				72		G	3	3	3	2	3	3		
	6F0X1				57		G	3	3	3	3	3	3		
	7S0X1				44		G	2	2	2	2	2	1		X
	8A200						G	3	3	3	3	3	3		
31-Oct-22	8A400	3					G	3	3	3	2	3	3		
31-Oct-14	8B000						G	1	2	1	2	2	1		
31-Oct-14	8B100						G	1	2	1	2	2	1		
	8B200				49		G	1	2	1	2	2	1		
31-Oct-21	8B300														
	8C000						G	3	3	3	2	2	3		
31-Oct-12	8D100				60		G	3	3	3	3	3	3		
31-Oct-11	8F000						G	3	3	3	2	3	1		
31-Oct-14	8G000						G	1	1	1	1	2	1		X
31-Jul-14															
30-Apr-16	8G100						G	1	1	1	1	2	1		
31-Jan-10	8H000				47		G	3	3	3	3	3	3		
	8I000														
	8I100														
	8I200														
31-Oct-19	8L100														
31-Oct-19	8L200														
31-Oct-19	8L300														
31-Oct-19	8L400														
31-Oct-19	8L500														
31-Oct-19	8L600														
31-Oct-19	8L700														
31-Oct-19	8L800														
31-Oct-19	8L900														
6-Apr-10	8P000				44		H	1	1	1	2	2	1		X
	8P100						G	3	3	3	3	3	3		X
30-Apr-23	8R000						G	2	2	2	3	2	1		