



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

**Announcement Number: 25-047**

<b>POSITION TITLE:</b> First Sergeant	<b>AFSC</b> 8F000	<b>OPEN DATE:</b> 11 July 2025	<b>CLOSE DATE:</b> 22 July 2025
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 159 <sup>th</sup> Aircraft Maintenance Squadron, New Orleans, Louisiana			<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-6P <b>Max:</b> E-7
<b>SELECTING SUPERVISOR:</b> CMSgt Brian Cooper	<b>Position Number</b> 1133110		

## AREAS OF CONSIDERATION

**On-board LA ANG AGR (Must hold 8F000 or any AFSC at the 7-skill level)**

## 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 attain and maintain: Secret

**\*An approval waiver is required to retrain into the 8F000 career field.\***

**For entry into this SDI, the following are mandatory:**

- \* Possess an awarded AFSC at the 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. NOTE: Career Enlisted Aviators only serve three-year initial tenures.
- \* No record of "not ready now" on the last 5 years of evaluations.
- \* No referral EPRs 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 First Sergeant Academy graduation.
- \* Not currently serving in a Special Duty

## PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the Selection Official has requested the following documents. While applications that do not include these documents will not be disqualified by HRO, their omission may negatively impact the selection process.

1. Cover Letter
2. Resume
3. Last three (3) EPBs / OPBs
4. Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

### AGR Program Entry and Tour Guidelines – LA ANG

- **Initial AGR Tours:** Initial tours with the Louisiana Air National Guard (LA ANG) may not exceed five (5) years. AGR tours cannot extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).
- **Fitness Requirements:** Applicants must meet the minimum requirements in each fitness component and achieve a composite score of 75 or higher to qualify for entry into the AGR program. Members with a documented Duty Limitation Code (DLC) that prevents completion of one or more components of the Fitness Assessment must have an overall rating of "Pass."
- **Medical and Readiness Requirements:**
  - Selected individuals must meet medical qualifications outlined in AFI 48-123, Medical Examination and Standards.
  - Members must be current in all Individual Medical Readiness (IMR) requirements, including immunizations.
  - RCPHA/PHA and dental exams must have been completed within 12 months prior to AGR tour start.
  - An HIV test must be completed within six (6) months of the tour start date.
- **Overgrade Assignments:** Enlisted Airmen voluntarily accepting a position that results in an overgrade must submit a written voluntary demotion letter with their application, in accordance with ANGI 36-2503, Administrative Demotion of Airmen. The application package will not be processed without this documentation.
- **AFSC Qualification:** If the selected applicant does not currently possess the required AFSC, they must complete all required training and meet assignment criteria within 12 months of assignment. Failure to do so may result in termination of the AGR tour. Extensions beyond the 12-month period will be considered only if delays are beyond the applicant's control.
- **For additional details, please refer to ANGI 36-101, Active Guard Reserve Program.**

### SPECIAL ANNOUNCEMENT CRITERIA

- 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
- Selection is not a promise of promotion

## 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:

1. **NGB Form 34-1** (*announcement number and position title must be annotated on the form*)
2. **CURRENT full Records Review RIP** from Virtual MPF <https://vmpf.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 ORDER" section above.**

### **Application Documents Order:**

- 1. (Mandatory) NGB Form 34-1
- 2. (Mandatory) Records Review RIP
- 3. (Mandatory) **Passing** Report of Individual Fitness
- 4. (Recommended) Cover Letter
- 5. (Recommended) Resume
- 6. (Recommended) Last three (3) EPBs / OPBs
- 7. (Recommended) Letter(s) of Recommendation

### **EMAILING REQUIREMENTS:**

Consolidate all required documents into **ONE single PDF** (*adobe portfolio is not accepted*). To preserve signatures, consider printing signed documents to PDF before combining files. **Name the PDF file as follows: Last Name, Announcement Number, Position Title.**

Example: Doe, 25-XXX

**Email Subject should be: Last Name, Announcement Number, Position Title**

Example: Doe,25-XXX, First Sergeant

Email Application Package to: [ng.la.laarnng.mbx.agr-branch-air@army.mil](mailto:ng.la.laarnng.mbx.agr-branch-air@army.mil)

*\*\* There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. \*\**

**QUESTIONS:** Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753/8754 or Commercial 504-278-8753/8754 [cassie.l.ellis.mil@army.mil](mailto:cassie.l.ellis.mil@army.mil) / [khisha.m.donald.mil@army.mil](mailto:khisha.m.donald.mil@army.mil). Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** The selecting supervisor is responsible for contacting qualified applicants to schedule interviews. Once the Human Resources Officer (HRO) approves the selection package, the HRO will issue a notification letter to the Hiring Official. The Hiring Official is then responsible for notifying all applicants of their selection or non-selection. Please note: The selection is not considered final until the ANG AGR Manager has provided formal approval to the Hiring Official.

### **THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants are protected under Title VI of the Civil Rights Act of 1964. Eligible candidates will be considered without regard to race, color, religion, gender, national origin, or any other non-merit-based factor.

Note: Due to assignment restrictions in certain units and specific AFSCs/MOSs, some positions may have gender-specific requirements.

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.