



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

5 May 2013

MEMORANDUM FOR ALL INTERESTED PERSONNEL

FROM: 934 AW/CCC

SUBJECT: First Sergeant Board Announcement

1. One of the most challenging positions in the Air Force Reserve Command is that of a First Sergeant. Personnel who aspire to become a First Sergeant must be fair, resourceful and, above all, be able to relate to the Air Force's most valuable resource; its people.

2. The First Sergeant's role in the Air Force is time honored and rich in custom and tradition. The conduct of our Airmen in large measure depends on the vigilance of the First Sergeant. The First Sergeant is both the linchpin and the discipline of the Squadron. Necessarily, the First Sergeant is charged with representing the interest of the enlisted personnel to the squadron commander while ensuring that all members observe Air Force standards, command and unit policies, and institutional values. The First Sergeant communicates with the squadron's leadership, supervisors, and squadron members to ensure discipline is equitably maintained, and the welfare, morale, and health needs of the enlisted members are met. The First Sergeant exercises general supervision over all unit personnel and is the focal point within the unit for all matters concerning the enlisted members of the Squadron. The First Sergeant principally leads outside the operational chain of command. As such, the First Sergeant must be mindful that they seldom are the ranking Senior Non Commissioned Officer (SNCO) of the unit, and should therefore balance communication with the organization's SNCO's and take the lead in establishing effective communication with all members. The squadron First Sergeant serves as the commander's advisor on personnel programs, career progression, family needs, financial matters, Professional Military Education (PME), recognition programs and any additional needs required by the Commander.

3. Additionally, the First Sergeant is the central point between the unit and all other installation agencies. A strong relationship between the unit First Sergeant and the installation agencies is essential to serve the needs of the enlisted personnel of the unit. The unit First Sergeant must work closely with the unit superintendent and the Wing Command Chief. Along with normal duty hours, the First Sergeant is on call 24 hours a day and should expect to spend extra time at the base. Based on the cumulative and important responsibilities of the First Sergeant, and the impact of this position on the squadron and personnel, only the most dedicated and professional NCOs should apply.

4. If you feel you have what it takes, the following prerequisites must be met to apply for this position:

a. Must be highly motivated and capable of fulfilling the role of the First Sergeant as prescribed in chapter one of AFI 36-2113. 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. Candidates must possess exceptional communication, leadership and managerial skills.

b. Must be in the grade of, or eligible for promotion to Master Sergeant immediately (TSgt. must have completed the NCO academy prior to submitting application). Candidates must complete Senior Non Commissioned Officer Academy within one year of graduating from the First Sergeant Academy.

c. Must possess a minimum aptitude score of Administrative 41 and General 62 and complete the First Sergeant Academy (FSA) within twelve months from the date of appointment.

d. Must meet AF standard of good physical health (score of 80 or above on the Air Force Fitness test, must assess again NLT 60 days prior to entering FSA). In addition, your physical appearance and military bearing must meet the highest standards expected only of the most dedicated SNCOs.

e. Possess a 7 skill level and not be in a retraining status.

f. Member must have 3 years before High Year of Tenure and must agree to serve a term of no less than 3 years from the date of graduating from the FSA.

g. Be financially responsible and stable.

5. Those interested, please send the required documentation indicated on the attached checklist and return to 934 FSS/FSMPD, Attn: T Sgt Joy C. Hopson NLT COB June 28, 2013. Any applications received after this date will not be considered. All candidates will be vetted through a formal board appearance and interview process. The First Sergeant vetting board will be held Saturday July 13, 2013. Candidates with questions should contact TSgt Joy C. Hopson, 934 FSS/FSMPD at 612-713-1486 or DSN 783-1486.

MARK A. KOENIG, CMS, USAFR  
Command Chief

Attachment:  
Applicant Checklist

**FIRST SERGEANT APPLICANT CHECKLIST**  
**934th Airlift Wing**

1. Letter of recommendation from losing Commander.
2. Cover letter by applicant explaining “Why I want to be a First Sergeant.” Current diamond wearing First Sergeants will include expectations and experience.
3. Military resume.
4. Letter of recommendation current supervisor/NCOIC.
5. Print out of personnel information from vMPF, to include awards and decorations.
6. Last three EPRs.
7. Print out of most current Fitness Test results from fitness page of AF portal.