



131ST BOMB WING CAREER BROADENING OPPORTUNITY



FIRST SERGEANT ANNOUNCEMENT Drill Status Guardsman (DSG)

The 131st Bomb Wing will be accepting applications for the first sergeant position effective immediately. The last day to submit applications for consideration is 3 May 2026. Packets received after that date will not be accepted. Interviews will be conducted on TBD. Time and place are TBD.

Position Title: First Sergeant	Position Location: Whiteman AFB, MO
AFSC of Position: 8F000	Unit Assigned: TBD
Minimum Rank: <i>TSgt (promotable to MSgt by closeout date)</i>	Duty Status: This is a Drill Status Guardsman (Traditional) position. Technicians May Apply and the Exception to Policy (ETP) is at the Wing level.
Maximum Rank: <i>MSgt</i>	

Duties:

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. Reference: AFI 36-2113 for a description of the role and responsibilities, DAFECD pg. 321-322 and SPECAT, pg. 59

Mandatory Qualifications:

1. Knowledge:

- a. 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; sanitation and hygiene; military justice; and counseling techniques.

2. Military Education:

- a. Per the Department Air Force Enlisted Classification Directory (DAFECD), under Special Duty Qualifications, para. 3.2, pg. 321, members must immediately enroll in the Senior NCO Academy via correspondence upon selection and must complete within 24 months from date of graduation from the USAF First Sergeant Academy, if not previously completed.
- b. Failure to complete SNCOA within the specified timeline will result in removal of the Diamond, to include returning to the previous Squadron and prior rank if selected as a TSgt.

3. Training:

- a. Selectees must attend the USAF First Sergeant Academy (FSA) at the earliest possible opportunity, but not later than one year from the date of assignment. This requirement will not be waived. If the member does not attend the FSA within one

year, the member must be removed from the First Sergeant position and returned to his or her previous AFSC (must sign written statement).

4. Grade:

- a. Technical Sergeants who have met the promotion criteria for Master Sergeant may apply and can be selected for the position but must be immediately promotable. Once they are assigned as a First Sergeant on the Unit Manning Document (UMD) they will be promoted, to include boarding as part of Wing SNCO board process. Double slotting is NOT authorized. Members must have a minimum of 4 years retainability to apply.

5. AFSC:

- a. Qualification at the 7-skill level in any AFSC.

6. Fitness:

- a. Scored 80 or above on the last two fitness tests, or 90 or above on the most recent fitness test. No failure on any portion within the last 12 months or exemptions in any category will be accepted.
- b. Must meet Air Force Standards of good physical health and all fitness assessments while serving as a First Sergeant will be 80 or above. No more than one unsatisfactory physical fitness assessment while serving in the 8F000 SDI. Fitness assessment must remain current through training while at the FSA.
- c. Intense Physical Fitness sessions at the First Sergeant Academy are 5 days a week, to include frequent 2 mile runs and a diagnostic upon arrival.

7. Physical Profile:

- a. Must have a minimum physical profile of PULHES 333231 (to include current Dental Exam).

8. Other:

- a. Must be highly motivated and capable of fulfilling the role of First Sergeant, per AFI 36-2113.
- b. The First Sergeant program is a 4-year program. Personnel must agree to serve a tenure of no less than 4 years after completion of the FSA. Additional period beyond 4 years is at the discretion and approval of the hiring authority and is not to exceed 6 years.
- c. Must be financially stable.
- d. Must have the ability to speak distinctly.
- e. Outstanding in appearance, military bearing, professional military image and conduct on/off duty.
- f. Must not have, nor bear the appearance of personal, marital or family problems that detract from the member's ability to effectively serve as a First Sergeant.
- g. Be highly motivated, have exceptional leadership and managerial skills.
- h. Never been convicted by a general, special, or summary courts-martial. Not received non-judicial punishment under the Uniform Code of Military Justice in the past three years. Never received any type of military or civilian punishment or disciplinary action 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. Substantiated investigation (IG) must be completed to meet quality force review requirements as verified by the unit First Sergeant and Commander (RRR and AMJAMS) which must accompany initial application.
- i. No record of disciplinary action for engaging in an unprofessional, inappropriate relationship or documented failures to exercise sound leadership principles.
- j. No convictions by a civilian court except for minor traffic violations.

- k. AGRs will not be assigned against First Sergeant Position unless there is a valid full-time requirement for a First Sergeant on the Unit Manning Document (UMD).
- l. All current U.S. Air Force Component Airmen may apply (Active, Reserve, Guard). Selection would be finalized on the condition of acceptance/enlistment into the Air National Guard.

Application Packaged will Include:

1. A letter of intent – Follow the “Personal Letter” format found in DAFH 33-337, *The Tongue and Quill*, 27 May 2015, Chp 15
2. Letter of Recommendation from the Commander to include a closing statement reflecting “To my knowledge, member is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action. I have reviewed the member’s records, and they do not reflect any information, which in my judgement would preclude selection of the applicant for this position.”
3. vMPF Record Review RIP - all pages
4. Last 3 EPBs
5. Print out of most current fitness tracker report from myFitness
6. Letter from Medical Group stating the applicant has a physical profile of 1 and current Dental Exam
7. (Optional) Letter(s) of recommendation (must be on official Wing or Squadron letterhead)
8. Official AF biography IAW DAFH 33-337, (no photo)
9. Retraining Memorandum for Record (for TSgts promotable to MSgt only)
 - a. AFI 36-2113, para. 4.4.3.2. “CCMs ensure Technical Sergeants (TSgts) selected for 131st Bomb Wing Career Broadening Opportunity and interview are promotable in accordance with AFI 36-2502 and sign the following statement as a condition of promotion under the retraining program; **“I acknowledge I am being selected to fill a first sergeant position and I am being promoted under the provisions of AFI 36-2502, Airman Promotion/Demotion Program, paragraph 3.4, before attending the First Sergeant Academy (FSA). I understand I must attend and successfully complete the FSA within one year of appointment as first sergeant and remain and successfully serve in the position a minimum of four years. My failure to complete this requirement will result in a demotion.”**

APPLICANT MUST MEET ALL REQUIREMENTS ON CLOSEOUT DATE OF JOB ANNOUNCEMENT.

Digital packages only will be submitted to:

CMSgt Adam M. Hufty at adam.hufty.2@us.af.mil