



131ST BOMB WING CAREER BROADENING OPPORTUNITY



Additional Duty First Sergeant Announcement



The 157th Air Communications Flight will be accepting applications for an Additional Duty First Sergeant position effective immediately. The last day to submit applications for consideration is 3 March 2023. Packets received after 3 March 2023 will not be accepted. Interviews will be conducted during the 4-5 March RSD. Time and place are TBD.

Minimum Qualifications per AFI 36-2113 (dated 11 June 2020):

7.1.3. Additional duty first sergeants will uphold the same professional profile and criteria required for diamond wearing first sergeants. They will fully participate with installation first sergeants in base functions and attend First Sergeant Council meetings.

7.2.1.1.2. ANG members assigned as additional duty first sergeants must be in the rank of TSgt through SMSgt and uphold the same criteria as stated in Chapter 3 and 4 of this instruction.

7.2.1.1.3. ANG additional duty first sergeants must attend the ANG Additional Duty First Sergeant symposium as soon as practical after appointment. Symposium curriculum are coordinated through the FSA.

7.2.1.1.4. Fulltime personnel, i.e. AGRs are authorized to serve in this capacity to support the needs of the mission.

7.2.1.1.5. Additional duty first sergeants are part of the support network within the ANG and as such are to be included in all facets of the wing's First Sergeant Councils without.

7.2.1.1.6. ANG Component wing/state CCMs, as the local functional managers, control the amount of personnel in this program.

7.2.1.1.7. Personnel serving in this capacity are not authorized to wear the diamond device or receive the SDAP as this is a supporting role and not an assigned authorized 8F000 position as stated in Chapter 9 of this instruction.

7.2.3. In essence, this member serves the exact same role as a diamond wearing first sergeant does for other units and may serve this capacity in addition to their normal mission requirements. This member

must first understand their role as a first sergeant and how it differs from their ordinary operational role. Additionally, they must understand more is required of their time, serving in this capacity 24 hours a day/7 days a week.

7.2.4. The host wing CCM assigns a diamond wearing first sergeant as a mentor. The additional duty first sergeant must integrate with the local First Sergeant Council as well to ensure they have a diamond wearing first sergeant they can reach at all times.

Applications must contain the following items:

1. “Why I want to be an Additional Duty First Sergeant” MFR with Commander or Chief concurrence
 - [MFR - Additional Duty First Sergeant Application.docx](#)
 - File – Download a Copy (Word) – Edit highlighted Areas – Save as PDF – Sign – Commander or Chief Sign
2. Military resume
3. vMPF RIP
4. Print out of most current fitness report from myFitness

Submit digital packet to: 131BW.CCC.CommandChief@us.af.mil by COB 3 March 2023 (late submissions will not be considered).