

**AIR NATIONAL GUARD**  
Joint Force Headquarters  
187<sup>th</sup> FIGHTER WING, MONTGOMERY, ALABAMA  
117<sup>th</sup> AIR REFUELING WING, BIRMINGHAM, ALABAMA

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-29**

**OPEN DATE: 05 February 2026**

**EXPIRATION DATE: 05 March 2026**

**OPEN TO: STATEWIDE**

**Number of Positions: 1**

**Position Title: FIRST SERGEANT**

**Func Code: 10S000**

**PEC#: 51411M**

**UMDA Position #: 3401104119**

**AFSC: 8F000 Eligible**

**ASVAB REQUIRE: N/A**

**Grade: TSGT (PROMOTABLE)- MSGT**

**Security Clearance: SECRET**

**Unit/Duty Location: 117<sup>th</sup> MAINTENANCE SQUADRON**

**Selecting Official: CAPT BRENT BENDER**

**HRO Remote: MSGT SAMANTHA CROTZER**

**APPLICATION REQUIREMENTS**

- Signed NGB Form 34-1, [NGB Forms](#)
- Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
- AF Form 422: Must be signed and verified within 6 months from your Medical Group. Memorandums in lieu of signed 422 will not be accepted.
- Air Force Fitness Management System II (AFFMS II) Fitness Report: Must be Current and passing
- All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete/sign this checklist PRIOR to final submission.

**Email completed application packages to:**

**[Ng.al.alarng.list.j1-air-mdm@army.mil](mailto:Ng.al.alarng.list.j1-air-mdm@army.mil)**

**ATTN: CAPT FREDRIKA SANDERS**

**\*All emailed packages must be in a single PDF\***

**JOB INTRO/TITLE:**  
**FIRST SERGEANT**

**SPECIALTY 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.

**DUTIES AND RESPONSIBILITES:**

- 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.

**SPECIALITY 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. See attachment 4 for entry requirements.

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*.

**ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:**

Must be a member or eligible to become a member of the Alabama Air National Guard.

Member will be required to hold a compatible military assignment in the unit they are hired to support.

Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.

Member must meet the physical qualifications outlined in, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.

Member must have retain-ability to complete the tour of military duty.

Member must not be eligible for or receiving a federal retirement annuity.

Member must comply with standards outlined in DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) **and meet all eligibility criteria in AFECD/AFOCD**

## **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score.

Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECD contact your servicing MPF.

You have the option to retake the test.

You must schedule your test date and receive your new scores prior to the announcement closing date.

Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check

## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\***

### WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 (see below).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

The information below was taken from ANGI 36-101, 21 April 2022.

**5.3 Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6 for proper assignment to position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**5.4 Commissioning of Enlisted Member.** Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded.

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Fitness Program*. 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 DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

**5.6 Security Clearance.** AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS)

**5.7. Separated for Cause.** To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

**5.8. Retainability for an AGR Assignment.** Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding

General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed, signed Statement of Understanding.

**5.11. Medical Requirements.** Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).