

**NEBRASKA ARMY NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
2433 NW 24th STREET
LINCOLN, NEBRASKA 68524**

FIRST SERGEANT VACANCY ANNOUNCEMENT

Announcement Number: CAV-16-105

Closing Date: OPEN UNTIL FILLED

Position Title & Unit: First Sergeant
HHT 1-134 CAV, PZDT0

Location: Yutan, Nebraska

Military Grade Range: Minimum SFC (E7) - Maximum MSG/1SG (E8)

Military Requirements: Designated CPMOS(s) for this position is 11Z5M. Applicants must possess a Security Clearance of Secret and meet the physical demand requirements of DA Pam 611-21. Soldier must be qualified, or eligible to become qualified in the 11Z MOS or appropriate feeder MOS. Selected individual must complete the Company Commander and First Sergeant Course (CCFSC) within one year of assignment to position. The qualifications for the award of this MOS can be found in DA Pam 611-21. Color discrimination of red/green.

Area of Consideration: All eligible members of the Nebraska Army National Guard and individuals who are eligible for Enlistment or transfer into the Nebraska Army National Guard who meet the grade requirements stated in Military Grade Range listed below holding a current standing on the 1SG Assignment List.

Qualified Applicants will be referred to the selection official in the follow order:

Category 1: Current MSG/E8 or 1SG/E8 Applicants

Category 2: Current SFC/E7 applicants

Under the direction of the State CSM, qualified applicants will be referred for interviews.

General Requirements:

1. Currently assigned E7 and E8 NCOs of the Nebraska Army National Guard
2. Graduate of Senior Leader Course and SSD 4 (as applicable)
3. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
4. Meet other requirements as stated in **Military Requirements** above.
5. E8 AGR Soldiers must be assigned to an equal graded E8 fulltime support position IAW NGB Policy Memo 11-028. E8 AGR Soldiers must attain CLASP approval prior to assignment for complete three year CLASP Tour.
6. E7 NCOs are required to become 11Z Qualified to gain eligibility for promotion and lateral appointment to 1SG.

Summary of Duties: The position of First Sergeant designates the principal senior NCO at company, battery, troop, or similar sized unit. The First Sergeant will:

- (1) Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
- (2) Advise the commander on enlisted soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- (3) Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- (4) Provide counsel and guidance to subordinate personnel.
- (5) Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.

- (6) Assist the commander in performing the following training related tasks:
- (a) Plan, conduct, evaluate, and assess unit training.
 - (b) Ensure that trainers train to a standard.
 - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 - (d) Plan and execute a battle-focused NCODP.
 - (e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
 - (f) Coordinate school quotas.
- (7) Assist the commander with Unit Strength Maintenance
- (a) Execute the unit strength management plan.
 - (b) Ensure 100% of all required retention interviews take place in a timely manner.
 - (c) Ensure an effective sponsorship program is implemented and maintained.
 - (d) Keep all soldiers informed on the unit's plans and programs.
 - (e) Ensure all NCOs and first line leaders in particular are present for NCODPs that address strength maintenance issues.
 - (f) Advise their commander on actions and issues that affect strength maintenance.
 - (g) Develop, implement and maintain a program to contact soldiers in the ING with the purpose of eventually bringing them back to an active status.
 - (h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
 - (i) Ensure "NCO Induction" ceremonies are conducted with dignity and honor.
 - (j) Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

Application Instructions:

Apply by submitting a completed packet in accordance with checklist below.

Applications may be submitted by e-mail, facsimile, postal mail, or hand-delivered to the G1 no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position. The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

E-mail may be sent to larry.w.martin2.mil@mail.mil with a subject line of "First Sergeant Application CAV-16-105". Electronic applications or attachment must be in Microsoft Word, Acrobat Reader, or plain text format. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. The G1 is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-8148.

ARMY NATIONAL GUARD CSM/1SG PACKET CHECKLIST

Applying Soldier's Rank & Name: _____

Current Unit of Assignment: _____

	Yes	NA
Nominating memorandum from unit Commander (not letter of recommendation).	_____	
This checklist	_____	
Nominee's Memorandum to the President of the Board if not appearing in person (to include addressing any discrepancies in file if applicable)	_____	_____
Validated Enlisted Record Brief.	_____	
DA Form 2166-8 (NCO Evaluation Reports) for the last five years.	_____	
DA Form 1059 (Academic Evaluation Report) for all NCOES courses.	_____	
DA Forms 705 (include DA Form 3349 if applicable) for past three years.	_____	
DA Forms 5500/5501 if exceeds Screening Table Weight for past three years (if appl) . .	_____	_____
Certificates for decorations, and memoranda of commendation and appreciation within the last five years.	_____	_____
DA Form 7432 and Statement of Understanding (For CSM Positions Only)(If Applicable).	_____	_____

Instructions: All above items MUST be included with packet and checklist MUST have BN or BD BDE CSM signature.

Nominee signature and date

Personnel Sergeant Signature and date

BN/MSC CSM signature and date

1 April 2015