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**Manpower and Personnel**

**THE FIRST SERGEANT**

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This instruction sets the policy for management of first sergeants and implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. The procedures implemented in this instruction are not basis for change in numbers or type and kind of manpower requirements or authorizations. It applies to all Air Force personnel. This instruction is applicable to Active Duty, Air National Guard (ANG) and the Air Force Reserve Command (AFRC). However, selected chapters of this publication do not apply to ANG units and members (**Chapter 2, Chapter 3, Chapter 4, Chapter 6, and Chapter 8**) or AFRC units or members (**Chapter 2, Chapter 3, Chapter 4, Chapter 6, and Chapter 7**). The OPR must approve any proposed supplements to this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code Section 8013, and Executive Order 9397. Forms affected by the PA have an appropriate PA statement. System of records notice F036 AF A, Biographical Data and Automated Personnel Management System (November 18, 2004, 69 FR 67550) applies. No waivers will be granted for any part of this publication.

Process supplements to this instruction as shown in Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, paragraph 2.12.7.4. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Dispositions Schedule (RDS) located at <http://afirms.amc.mil/>. Refer to **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Included are the changes of first sergeant duty to special duty vice retraining, first sergeant tenure, to include the establishment of 3 year

tour, with extension opportunities for active duty personnel. Also incorporated is CAFSC effective on date departed unit for the First Sergeant Academy and elimination of first sergeant selection board and shadowing program for active duty personnel. Also added is requirement for first sergeants to maintain a fitness score of 75.

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## Chapter 1

### INTRODUCTION

**1.1. Roles and Responsibilities of the First Sergeant.** The United States Air Force First Sergeant is an expeditionary leader serving in a time honored special duty position, rich in custom and tradition. The first sergeant works directly for and derive their authority from the unit commander at home station, deployed commander when deployed, and serves as the commander's critical link within the unit for all matters concerning enlisted members. As the vital link between the commander, enlisted personnel and support agencies, the first sergeant must ensure the enlisted force understands the commander's policies, goals, and objectives and must also ensure support agencies, i.e., security forces, civil engineer, medical facilities, services, etc., are responsive to the needs of unit personnel and their families. Additionally, first sergeants are accountable to respond to the needs of unit members 24 hours a day, 7 days a week and may at times, be required to work long and irregular hours, travel extensively to and from mission destinations (The Joint Federal Travel Regulation, Volume 1, paragraph U3500, authorizes vicinity travel). They must remain vigilant for, and use the necessary authority to resolve issues that, left unchecked, would adversely impact readiness. The first sergeant principally leads outside the operational chain of command. As such, first sergeants must be mindful that they seldom are the ranking Senior Noncommissioned Officer (SNCO) in the unit, and should therefore balance communication with the organization's SNCOs and take the lead in establishing effective communication with all members. Specifically, first sergeants communicate with unit leadership, supervisors and members to ensure discipline is equitably maintained and morale, welfare, and health needs for the enlisted force are met. The first sergeant serves as the commander's advisor on personnel programs, career progression, family needs, financial matters, family and unaccompanied housing, details, Professional Military Education (PME), recognition programs and any additional needs required by the commander. Furthermore, the first sergeant will perform quality force reviews and ensure timely processing of performance reports, awards, decorations, promotions, classification actions, quality control and disciplinary actions. The first sergeant must ensure unit members are prepared to deploy while maintaining their own personal readiness. Upon arrival at a deployed location, the first sergeant must render the necessary leadership to provide and sustain a mission-ready enlisted force for the commander.

**1.2.** Professionally, first sergeants are expected to epitomize the highest qualities of Air Force SNCOs. These qualities require the first sergeant to always remain perceptive, credible, and exemplify the core values of the United States Air Force. First sergeants must be proactive in the performance of their duties demonstrating initiative, innovation and character.

**1.3.** In addition to responsibilities and obligations at the unit level, first sergeants must work closely with the command chief master sergeant (CCM) to prepare the enlisted force to execute the wing and base missions. First Sergeants must also participate in a variety of activities that support the total needs of the military community. Due to the first sergeant's important role as a unit leader, commanders and CCMs must ensure installation taskings and first sergeant council activities do not result in excessive time away from the unit.

## Chapter 2

### RESPONSIBILITIES FOR MANAGING THE FIRST SERGEANT SPECIAL DUTY

#### **2.1. HQ USAF. Headquarters United States Air Force, Office of the Chief Master Sergeant of the Air Force (HQ USAF/CCC), USAF First Sergeant Special Duty Manager.**

- 2.1.1. Sets overall policy and guidance for the management of the first sergeant special duty career field.
- 2.1.2. Establishes eligibility and selection criteria for entry into the first sergeant special duty field.
- 2.1.3. Reviews and validates SDI manning entitlements. Leads and works with Air Staff, HQ AFPC and MAJCOM Command Chiefs and manpower offices to ensure Unit Manpower Documents (UMD) correctly reflect first sergeant authorizations.
- 2.1.4. Coordinates with AF Air Expeditionary Force Center (AEFC) on first sergeant Unit Type Codes (UTC) and tasking policy.
- 2.1.5. Approves/disapproves exceptions to policy prescribed in this AFI.
- 2.1.6. Advises the Commandant, First Sergeant Academy (FSA) and ensures first sergeant special duty initiatives and duty requirements are incorporated into FSA curriculum.
- 2.1.7. Establishes First Sergeant Selection Program (FSSP) criteria during first sergeant volunteer shortfalls.

#### **2.2. AF AEFC Responsibilities.**

- 2.2.1. Sources first sergeant AEF Expeditionary Combat Support (ECS) taskings.
- 2.2.2. Validates MAJCOM CCM posturing of first sergeants.

#### **2.3. HQ AFPC Responsibilities.**

- 2.3.1. Special Duty Management Section (DPAA2) process selections, schedules training, assigns first sergeants, manages first sergeant tenure and coordinates first sergeant returns to primary AFSCs.
- 2.3.2. Maintains continuous assignment trend analysis on the special duty career field. Alerts the HQ USAF First Sergeant Special Duty Manager of indicators that negatively affect first sergeant manpower, academy placement, recruiting and utilization.
- 2.3.3. Annually validates first sergeant sustainment. Provides USAF First Sergeant Special Duty Manager with recommendation to implement First Sergeant Selection Program when period of first sergeant assignments are anticipated to drop below 95%.
- 2.3.4. Identifies potential First Sergeant Selection Program candidates.
- 2.3.5. Classification and Training Branch (DPP) maintains the first sergeant specialty description.

#### **2.4. AF/DPE Responsibilities.**

- 2.4.1. AF/DPE, Chief Group, manages Chief Master Sergeant First Sergeant assignments and tenure and coordinates their returns back to their primary AFSCs.

## 2.5. HQ AETC Responsibilities.

- 2.5.1. HQ AETC/A1A establishes and maintains training program for FSA.
- 2.5.2. Coordinates with HQ USAF/A1P for programming training requirements and resources to support the FSA and manages Education & Training Course Announcements (ETCA).

## 2.6. MAJCOM Responsibilities.

- 2.6.1. MAJCOM/Command Chief Master Sergeant coordinates, and recommends approval or disapproval on first sergeant special duty applications for candidates in their command.
- 2.6.2. Reviews and validates MAJCOM authorization and proper utilization annually. Works with USAF First Sergeant Special Duty Manager and HQ AFPC/DPAA2 to ensure first sergeant manpower correctly reflect requirements.
- 2.6.3. MAJCOM/DPX levies mobility and contingency taskings.
- 2.6.4. Notifies AFPC/DPAA2 of anticipated/existing first sergeant surpluses in their command.
- 2.6.5. ANG CCM responsibilities are outlined in [Chapter 7](#). AFRC CCM responsibilities are outlined in [Chapter 8](#).

## 2.7. Installation Responsibilities.

- 2.7.1. Host/Deployed Command Chief Master Sergeant.
  - 2.7.1.1. Serves as installation functional manager for first sergeants:
    - 2.7.1.1.1. Responsible for coordinating with unit commanders for initial and rotational assignments for first sergeants.
    - 2.7.1.1.2. Coordinates with tenant CCMs on first sergeant moves affecting first sergeants of another MAJCOM.
    - 2.7.1.1.3. Reviews and validates UMD at least semi-annually.
    - 2.7.1.1.4. Notifies parent MAJCOM CCM of anticipated/existing first sergeant surpluses on the base.
    - 2.7.1.1.5. Assigns first sergeants to fill AEFC ECS taskings.
    - 2.7.1.1.6. Ensures first sergeants complete a trip report prior to departing contingency location. Provides a copy of the trip report to the host CCM at the TDY location and an electronic copy to the USAF First Sergeant Special Duty Manager via the MAJCOM CCM.
- 2.7.2. CCMs personally interview first sergeant candidates to determine their eligibility and fitness in accordance with [Chapter 3](#) and coordinates with HQ AFPC/DPAA2 for FSA class assignment.
- 2.7.3. Host CCMs ensure the first sergeant council is effective in meeting the needs of the base and enlisted force.
- 2.7.4. CCMs schedule additional-duty first sergeants to attend USAF Additional Duty First Sergeant Seminar. Coordinate with their MAJCOM to determine class locations and availability.
- 2.7.5. Host and tenant CCMs work together to develop first sergeants.

## Chapter 3

### ELIGIBILITY CRITERIA

**3.1. Criteria.** Basic duties, responsibilities, and qualifications for the first sergeant specialty are directed by this instruction and AFI 36-2101, *Classifying Military Personnel*, AFMAN 36-2108, *Airman Classification*, and AFI 36-2626, *Airman Retraining Program*.

#### **3.2. Minimum Qualifications.**

- 3.2.1. MSgt and MSgt selects may apply for first sergeant special duty. MSgt selects will not attend the FSA until they assume the grade of MSgt.
- 3.2.2. Must have or be able to attain 36 months of retainability.
- 3.2.3. Must speak distinctly and without speech impediments.
- 3.2.4. Candidates must have a minimum physical profile of PULHES 333231 and not have an Assignment Limitation Code (ALC) of 'C-2 or C-3.'
- 3.2.5. 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.
- 3.2.6. Be financially stable.
- 3.2.7. Be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in **Chapter 1** of this instruction. Must have demonstrated exceptional leadership and managerial skills.
- 3.2.8. Must meet Air Force standard of good physical health (scored 75 or above on the Air Force Fitness Test) and be listed in the Air Force Portal within 60 days of first sergeant duty application. In addition, applicant's physical appearance and military image must meet the highest standards expected only of the most dedicated professional SNCOs.
- 3.2.9. Must have completed the Senior NCO Academy Course in residence or by correspondence.
- 3.2.10. Minimum General AQE score of 62 or Administrative AQE score of 41.

#### **3.3. Additional Duty First Sergeants.**

- 3.3.1. Members assigned additional duty first sergeant responsibilities must be E-7 through E-9. E-6s may only be assigned first sergeant responsibilities in those rare situations where there is neither first sergeant nor SNCO assigned to assume additional duty first sergeant responsibilities. Additional duty first sergeants will not use the duty title 'First Sergeant,' 'Additional Duty First Sergeant,' or 'Acting First Sergeant in Block II, Section 1 of the EPR. Additional duty first sergeants will uphold the same professional profile and criteria required for diamond wearing first sergeants. Acting First Sergeant serve as his/her organizations first sergeant solely during the absence of the first sergeant i.e., leave, TDY, deployment etc.
- 3.3.2. Will fully participate with installation first sergeants in base functions and attend first sergeant council meetings.
- 3.3.3. Should attend the FSA Additional Duty First Sergeant Seminar as soon as practical after being appointed, in writing, by his or her commander.

## Chapter 4

### INITIAL APPLICATION AND SELECTION PROCEDURES

#### 4.1. Host and Tenant Unit Responsibilities.

4.1.1. The first sergeant candidate will complete the special duty application form located in the subdirectory under 'First Sergeant Duty' on AFPC's website. This subdirectory is located internally under 'Active Duty Enlisted,' 'Assignments,' and 'Assignment Program Information.' First sergeant candidates must fill out their personal information and submit it to their unit first sergeant, along with all required documents, prior to being submitted to the unit commander. Personnel assigned overseas may be restricted from the special duty assignment based on their date eligible for return from overseas (DEROS). Generally, applying for special duty from long tour locations is 12 months prior to the DEROS, however, there may be opportunities to fill local requirements. Overseas installation CCMs will work these cases on an individual basis.

4.1.2. Unit first sergeant and commander interview applicants for first sergeant duty. The unit commander signs and recommends to the host CCM only candidates meeting the requirements outlined in [Chapter 3](#) of this instruction. Refer to SPECAT Guide item B1 for mandatory statement. Include specific justification when recommending disapproval.

4.1.3. CCMs review applicant's records for eligibility and interviews applicant for fitness to serve as a first sergeant. The CCM determines if an applicant's complete mental, emotional, fitness and personal profile meets the requirements to be selected as a first sergeant. The CCM advises the candidate that upon selection, they may be assigned to any first sergeant position they are qualified for. The CCM must also reiterate the initial commitment is 3 years. The interview should be of appropriate length and depth to assess applicant's understanding of responsibilities, qualifications, motivation, professional appearance, attitude, and potential to successfully assume first sergeant duties. The CCM may ask or allow additional personnel to participate in the interview, however, formal boards are prohibited. Following the interview, the CCM will provide a recommendation in Part III. If the CCM determines the applicant is not fit for first sergeant duty, the CCM will notify the applicant and unit commander of decision in writing.

4.1.4. Candidates are not required to complete a shadow program. However, CCMs may require candidates to 'shadow' experienced first sergeants to better familiarize the candidate with first sergeant duties. Shadow programs will not be used to train first sergeant candidates, but provide him/her a direct understanding of the scope and responsibilities of first sergeant duty and should be kept to a minimum when considered.

4.1.5. CCM forwards the first sergeant electronic form to the wing commander for endorsement. Once signed, the CCM electronically forwards application to the candidate's MAJCOM CCM.

4.1.6. MAJCOM CCM will review, endorse, and forward candidate application to HQ AFPC/DPAA2 with an information copy to the installation wing CCM. Copies of the candidate's EPRs and personnel RIP will not be forwarded.

4.1.7. HQ AFPC/DPAA2 coordinates AFSC release with the applicant's AFSC Career Field Functional Manager (CFFM). If CFFM recommends non-release, the Airman Assignments Division Superintendent reviews the package and serves as the final approval/disapproval authority for release.

4.1.8. Upon release, HQ AFPC/DPAA2 schedules member for the next available First Sergeant Academy class in line with the applicant's availability or as indicated on the first sergeant electronic application form. DPAA2 will notify applicant and installation wing CCM of approval, notification of class dates, and reminder to update preferences or disapproval with justification. Applicant may reapply when condition, which resulted in disapproval, has been resolved.

**4.2. SDI 8F000 Award.** IAW AFI 36-2101, the CAFSC effective date for members entering first sergeant special duty is the date they complete formal training. This policy is applicable for those PCSing or TDY and return to base. The First Sergeant Special Duty Manager will approve requests for members to be utilized in other specialties besides first sergeant duty (8F000 SDI) upon graduation and return to unit. This request must be approved prior to the class start date. Only first sergeants documented in authorized positions are authorized to receive SDAP (See [Chapter 9](#)).

**4.3. Secondary Utilization.** Former first sergeants who still possess SDI 8F000 (not withdrawn due to substandard duty performance, unacceptable conduct, behavior or cause) may request utilization through their CCM. The CCM personally interviews the individual and reviews their Unit Personnel Record Group (UPRG). The same procedures as application for Second Tour (see [Chapter 6](#)) will be used. Approved requests are sent through MAJCOM CCM to HQ AFPC/DPAA2 or AF/DPE as appropriate. HQ AFPC/DPAA2 or AF/DPE assigns based on member's desires and needs of the Air Force.

#### **4.4. MAJCOM.**

4.4.1. MAJCOM/CCM reviews and forwards application. If approval is recommended, CCM forwards package to MAJCOM/A1 for processing. If application is disapproved, CCM returns application package, through MAJCOM/A1, to submitting CCM with justification.

4.4.2. MAJCOM/A1 reviews and forwards approved application to HQ AFPC/DPAA2.

#### **4.5. HQ AFPC/DPAA2.**

4.5.1. Applications must be approved by the MAJCOM/CCM not later than the package due date to schedule a candidate in the coinciding training class and assignment cycle. Upon receipt of a completed first sergeant application, HQ AFPC/DPAA2 will process a request for release from member's AFSC.

4.5.2. Will notify the MAJCOM/CCM of approval/disapproval via email. Normal timeframe for approval/disapproval is 30 days from receipt of application. MAJCOM/CCM will notify host command chief of final disposition.

4.5.3. Schedule member for FSA class based on date of availability and notify the MAJCOM/CCM and member with class date information.

4.5.4. Coordinate assignment requirements and prioritizations with MAJCOM/A1s.

4.5.5. Air Force requirements and the first sergeant training schedule drive the assignment cycle processing. The training schedule and FSA assignment requirements are posted on the AFPC Airman Assignments First Sergeant duty web site. Assignments will be posted in accordance with EQUAL approximately 120 days prior to the training start date.

4.5.6. Members with a scheduled FSA class will receive assignments in accordance with prioritization tables in AFI 36-2110.

4.5.7. Advertised requirements include CONUS and/or overseas long tour locations. Candidates are only considered for utilization at advertised requirements.

4.5.8. Overseas candidates will be considered for training and assignment in conjunction with their date eligible for return from overseas (DEROS). Exceptions will be considered on a case-by-case basis when overseas candidates apply for utilization prior to DEROS.

#### 4.5.9. Second Tour Election

4.5.9.1. Request to return to previous AFSC should be accomplished at the 24 month point of the initial 3 year duty. The return request will be accomplished on the first sergeant second tour election form located on the AFPC website. Request will be routed through Wing/CCM and Wing/CC and forwarded to HQ AFPC/DPAA2 with a courtesy copy to the MAJCOM/CCM. HQ AFPC/DPAA2 will receive and consolidate inputs for those first sergeants who wish to return to their previous held AFSC or retrain. Normal timeframe for notification of approval/disapproval is 45 days.

4.5.9.2. If a first sergeant requests to return to their previous AFSC, the member's assignment functional manager at HQ AFPC will first determine if the member can be used locally. If manning supports, AFPC/DPAA2 will load the PCA action. If manning doesn't support, an assignment availability code (AAC) 50 will be updated with an effective date equal to the completion of member's initial tour. If overseas, members will PCS in their previous AFSC upon DEROS.

4.5.9.3. When a first sergeant wants to continue as a first sergeant for a second 3 year tour, they will contact their Wing/CCM at the 24 month point for approval and counseling. The Wing/CCM will counsel the member on continued service options. The Wing CCM will document the counseling. HQ AFPC/DPAA2 will then update assignment block code 54 with an indefinite expiration date on those first sergeants who are retained in the career field.

4.5.9.4. If a first sergeant wants to continue as a first sergeant at the 24 month point or later, and the Wing/CCM in coordination with squadron CC decides member should return to previous AFSC or retrain, and the reason is not for cause, then the First Sergeant Second Tour Election will be filled out. The form will be coordinated through the squadron/CC, Wing/CCM, Wing/CC and then to MAJCOM/CCM for final disposition. The member can place comments or include rationale for continued utilization as a first sergeant on the form.

## Chapter 5

### TRAINING

**5.1. FSA Attendance.** Individuals selected for first sergeant duty will be scheduled for the first available class date by HQ AFPC/DPAA2. NGB/A1FT, Formal Training Branch, schedules FSA class dates for ANG members. AFRC/A1, Formal Schools Branch, schedules FSA class dates for AFRC members. Personnel assigned to a valid 8F000 UMD position are authorized to wear the diamond device only upon successful completion of the USAF FSA. Active Duty personnel will be awarded the 8F000 per paragraph **3.2.** and AFI 36-2101. Additional attendance requirements for ANG and AFRC members are contained within their respective chapters.

**5.2. USAF First Sergeant Academy Requirements.** Students attending the USAF FSA will be required to meet the following requirements.

5.2.1. Academic Requirements. Students must meet all academic requirements to include oral, written, and practical evaluations. Personnel failing to meet standards may be removed from the course at the discretion of the FSA Commandant IAW established academy policies. Students released may not reapply for 6 months from the date of release.

5.2.2. Fitness Requirements. Students attending the USAF FSA are required to arrive with a current fitness evaluation sheet showing they have met the fitness score of at least 75 for Air Force standards within 60 days prior to arrival. Students will be required to take part in a strenuous fitness program to include a variety of physical activities, and will be evaluated against fitness standards shortly after arriving to the FSA. Students who cannot achieve a minimum fitness score of 75 as outlined in AFI 10-248 prior to graduation, may be removed from the course at the discretion of the FSA Commandant. Students removed may not reapply for 6 months from the date of release.

**NOTE:** Students released for cause/disciplinary actions may not reapply for 1 year from date of release.

**5.3. Continuing Education.** First sergeants graduating from the USAF FSA after the publication of this instruction are encouraged to ensure they are familiar with home station training/familiarization IAW **Attachment 2** (Active Duty) and **Attachment 3** (ANG/AFRC) of this instruction. This checklist is composed of major instruction areas learned at the USAF FSA. Command chiefs may add local items to the checklist to cover installation specific topics not included in referenced attachments.

## Chapter 6

### FIRST SERGEANT TENURE AND ASSIGNMENT

#### 6.1. Tenure.

6.1.1. First sergeant special duty tenure is managed by HQ AFPC/DPAA2. First sergeants who graduated the First Sergeant Academy after 1 Oct 02 have an initial first sergeant special duty tour of 3 years from graduation date. For the purposes of first sergeant special duty management, HQ AFPC/DPAA2 may extend a first sergeant's tenure up to 1 year for volunteer short-tour PCS purposes. First sergeants who graduated from the First Sergeant Academy prior to 1 Oct 02 do not have a special duty termination date and are considered "grandfathered first sergeants."

6.1.2. First sergeants nearing the completion of their initial 3 year tour may elect to serve an additional 3 year tour. They will meet with their CCM at the 24 month point of their initial tour for continued service options. If the first sergeant does not request a subsequent first sergeant tour, they will need to follow procedures outlined in paragraph 4.5.9.1. If member is requested by their PAFSC functional manager to return to their previous held AFSC, the member's CCM will be notified that the member must return to their previous AFSC, or retire if eligible, at the end of the 3-year tour.

6.1.3. First sergeants may compete for assignments at any time as long as they meet PCS eligibility requirements and can obtain the required retainability for the assignment. HQ AFPC/DPAA2 will seek early second tour approval for those selected for assignments prior to reaching the second tour application window.

6.1.4. The USAF First Sergeant Special Duty Manager, FSA Commandant, FSA instructors, Air National Guard First Sergeant Functional Manager, Air Force Reserves Command First Sergeant Functional Manager as well as CMSgt first sergeants filling identified positions may serve beyond 6 years. Service beyond the second 3 year special duty tour for all others will be determined by Air Force needs. The hiring authority determines the tenure. If there is not a valid Air Force need, the member either returns to PAFSC, retrains, applies for another special duty, or retires (if eligible).

**6.2. Assignment.** First sergeant assignments are managed by HQ AFPC/DPAA2 using a two-tier system. First Tier assignments are for those in their first three-year special duty tour. Second Tier assignments are for those in or entering their second 3 year tour. AF/DPE assigns CMSgt first sergeants.

#### 6.3. Withdrawal Procedures.

##### 6.3.1. Voluntary Withdrawal.

6.3.1.1. First sergeants who graduated the FSA prior to 1 Oct 02 do not have a special duty termination date; therefore, they may request to return to a previously awarded AFSC, or another specialty. The member advises their CCM, who contacts HQ AFPC/DPAA2 to initiate the action. Maximum lead-time and flexibility is desired, however, 6-9 month time frame is preferred. Overseas first sergeants may be restricted based on their DEROS. Request for release from overseas areas should be submitted NLT 12 months prior to DEROS. Personnel selected for assignment are not eligible to apply for voluntary release in lieu of the assignment. HQ AFPC/DPAA2 is the final approval authority for voluntary withdrawals.

6.3.1.2. First sergeant duties are both mentally and physically demanding. If circumstances exist that prove it is not in the best interest of the individual or the Air Force to continue duty as a first sergeant, removal or release from the special duty is required. First sergeants who need to withdraw for personal/medical reasons justify the request to the CCM by submitting letter for release. Ensure to update assignment preferences upon submission of request. If the member's preference is to remain at his/her present location, update the base's preference code as your first choice. You will also need to update additional preferences (stateside and overseas, if desired) in the event manning does not support you remaining at your current location.

6.3.1.3. MAJCOM/CCM e-mails or faxes release letter to HQ AFPC/DPAA2.

6.3.1.4. HQ AFPC/DPAA2 routes request to the AFPC Assignment NCO responsible for the returning AFSC assignment.

6.3.1.5. AFPC Assignment NCO will consider local utilization first. If manning does not support, the lowest manned MAJCOM, in that particular AFSC, will determine the location, taking into consideration assignment preferences listed in member's personnel file (MilPDS). It is not guaranteed the member will be matched to a preference, as AF needs must be taken into consideration as well.

6.3.1.6. AFPC Assignment NCO will notify DPAA2 of assignment disposition.

6.3.1.7. HQ AFPC/DPAA2 will:

6.3.1.7.1. Update assignment in MILPDS.

6.3.1.7.2. Notify MPF and host CCM via e-mail of assignment.

6.3.1.7.3. RNLTD will be: 120 days from date of the message/e-mail if PCSing, date following diamond removal date if being utilized locally, or upon normal DEROS rotation if overseas.

6.3.1.7.4. Diamond removal effective date will be: the date member requested on his/her letter or as directed by MAJCOM/CCM in coordination with HQ AFPC/DPAA2.

6.3.1.7.5. Update release database, then file package for 1 year in active files and 1 year in inactive files after the first year.

**NOTE:** Voluntary withdrawal will not be used in-lieu of involuntary withdrawal for substandard duty performance or unacceptable conduct or behavior.

6.3.2. **Withdrawal due to Substandard Duty Performance, Unacceptable Conduct or Behavior.** If a first sergeant's duty performance is unsatisfactory, or the first sergeant is considered to be unfit for duty, the unit commander, in coordination with the CCM, and wing commander or equivalent, will process the following withdrawal procedures.

6.3.2.1. The unit commander notifies the member in writing of the proposed withdrawal, with justification. The member has 5 duty days to request a personal appearance or submit a written statement or documents on their behalf. Member can waive this by endorsement to notification letter.

6.3.2.2. The request for withdrawal letter, along with all information submitted by the member is forwarded to the CCM. The CCM reviews the documentation and provides a recommendation to the wing commander or equivalent for consideration. Member should be given the opportunity for a personal appearance, if requested.

6.3.2.3. The wing commander or equivalent approves/disapproves the withdrawal and the command chief notifies member. Member ends wear of the first sergeant device upon notification of wing commander's decision to withdraw. Withdrawal approval, along with copies of all documentation, is forwarded to HQ AFPC/DPAA2 with a reassignment recommendation included. The wing commander or equivalent reassigns member to other duties pending HQ AFPC action. HQ AFPC/DPAA2 will coordinate assignment actions as needed.

6.3.2.4. Withdrawal is not a disciplinary action and will not be used in place of, or as administrative action for, substandard duty performance or misconduct. Disciplinary actions should be taken IAW the Uniform Code of Military Justice and appropriate AF instructions. Withdrawal action is taken following an incident and/or disciplinary action that negatively impacts the individual's ability to continue as a first sergeant.

## Chapter 7

### ANG PERSONNEL

#### 7.1. Eligibility Criteria.

Basic duties, responsibilities, and qualifications for first sergeant special duty are directed by this instruction, AFI 36-2101, *Classifying Military Personnel*, AFI 36-2626, *Airman Retraining Program*, and the *Air Force Enlisted Career Directory* (AFECD).

#### 7.2. Minimum Qualifications.

Applicants must be in the grade of technical sergeant or master sergeant. Technical sergeants may be boarded for master sergeant positions only if they are eligible for promotion to master sergeant under the provisions of the retraining promotion program in ANGI 36-2502, *Promotion of Airmen, Air National Guard*, and must be promoted immediately upon assignment to the UMD position. As a condition of promotion under the retraining program, the member must sign the following statement; "I agree to attend the USAF First Sergeant Academy within 12 months of my assignment as first sergeant. Failure to complete this requirement will result in my removal from the first sergeant position and immediate demotion."

7.2.1. Must be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in **Chapter 1** of this instruction. Must possess exceptional communication, leadership and managerial skills.

7.2.2. Have a minimum physical profile of PULHES 322221, minimum ASVAB scores of 41 administrative and 62 general, and possess a 7-skill level.

7.2.3. Must be financially stable.

7.2.4. Must meet minimum USAF and ANG standards and overall image must exceed minimum standards.

7.2.5. Must maintain a minimum score of 75 on the physical fitness assessment. Failure to maintain Air Force fitness standards after selection will result in immediate 12 month probation. IAW ANGI 10-248, members failing to maintain fitness standards will be enrolled in a Fitness Improvement Program and retest within 6 months. Follow AF and ANG fitness program instructions to allow first sergeants on probation 12 months before taking administrative action to remove the first sergeant.

7.2.6. Must have completed the NCO Academy Course in-residence or by correspondence prior to application. In-residence attendance is highly desired.

7.2.7. Personnel must agree to complete the SNCO Academy Course in residence or by correspondence within 3 years from date of graduation from the USAF First Sergeant Academy.

7.2.8. Personnel must agree to serve tenure of no less than 36 months from date of graduating from the FSA. If the member was a prior first sergeant, the tenure starts the day of assignment. At the end of a 3 year tour, the hiring authority and wing command chief will conduct a review of the first sergeant performance. Additional period beyond 3 years is at the discretion and approval of the hiring authority.

### 7.3. Additional Duty First Sergeants.

7.3.1. Additional duty first sergeants within the ANG are authorized at state headquarters, GSUs where no authorization for a first sergeant exists, and at Weapons of Mass Destruction Civil Support Teams. Unauthorized use of additional duty first sergeants within the ANG is prohibited.

7.3.2. ANG members assigned as additional duty first sergeants must be in the grade of technical sergeants through senior master sergeants and uphold the same criteria as stated in paragraphs

7.3.3. ANG additional duty first sergeants must attend the ANG Additional Duty First Sergeant Seminar as soon as practical after appointment.

### 7.4. Application and Selection Procedures.

7.4.1. For continuity, first sergeant selection procedures should begin 4-5 months prior to appointment to allow a 2-3 month transition period. First sergeant double billeting is not authorized. The incumbent will be removed from the first sergeant Unit Manning Documented position and reassigned to another vacancy upon the selection and assignment of a new first sergeant.

7.4.2. When a vacancy exists or is anticipated in a first sergeant position, the command chief must ensure that the MPF announces the position and discloses the application procedures and submission dates.

7.4.3. The CCM and MPF will confirm the qualifications of all applicants. The CCM reviews applicant's records for eligibility and determines if the applicant's total profile supports boarding the member.

7.4.4. For first sergeant positions in the grade of master sergeant, the CCM and MPF will schedule applicants to meet the selection board. The board, as a minimum, will consist of the CCM, one unit first sergeant, and a senior NCO of equal or higher grade than the applicant. The Wing Human Resource Advisor (HRA) will act as an advisor to the board unless assigned to the board by the CCM.

7.4.4.1. The selection board conducts a comprehensive interview to assess the applicant's motivation, understanding of responsibilities, attitude, fitness, image and ability to accomplish first sergeant duties. Board questions should be reviewed by the CCM prior to the board convening.

7.4.4.2. The selection board must disqualify any applicant who does not meet USAF and ANG standards, with particular emphasis on AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and ANGI 10-248, *ANG Fitness Program*.

7.4.4.3. Based on the results of the selection board, the CCM will prioritize a list of only those individuals who demonstrate the potential to assume the duties of first sergeant. The CCM will then forward the list to the unit commander. The CCM should assist the unit commander in making the final selection.

7.4.4.4. The applicant selected by the unit commander from the prioritized list will be awarded DAFSC SDI 8F000 pending completion of the USAF First Sergeant Academy. Technical sergeants who are selected must be promoted immediately upon assuming the position of first sergeant. Overgrades are not authorized.

7.4.4.5. The selection of full-time personnel as first sergeants is governed by provisions in ANGI 36-2101, *Assignments Within the Air National Guard*.

7.4.5. First sergeant positions assigned the grade of senior master sergeant require experience and will be open only to those individuals who currently possess an 8F000 SDI. The general application and selection procedures outlined in 7.4.1. – 7.4.3. are applicable.

7.4.5.1. The CCM and MPF will schedule applicants to meet the selection board. The board, as a minimum, will consist of the CCM and at least two senior master sergeants or chief master sergeants. The CCM should include the State CCM and any other Wing CCMs in the selection board if possible. The Wing HRA will act as an advisor to the board unless otherwise assigned to the sit on the board. Personnel selected to fill senior master sergeant positions must be immediately promotion eligible to senior master sergeant.

7.4.5.2. The selection board conducts a comprehensive interview to assess the applicant's ability to assume the duties and responsibilities of the grade and position. Continued emphasis on standards as stated in 7.4.4.2. is required.

7.4.5.3. Based on the results of the selection board, the CCM will prioritize a list of only those first sergeants who demonstrate the potential to assume the duties and responsibilities of the grade and position. The CCM will then forward the list to the unit commander. The CCM should assist the unit commander in making the final selection.

## **7.5. Training First Sergeants.**

7.5.1. Selectees must complete the USAF FSA at the earliest possible opportunity, but no later than 1 year from the date of assignment. If a member does not complete the FSA within 1 year, he/she must be removed from the first sergeant position, and returned to his/her previous AFSC, and the projected retraining canceled.

7.5.2. Selectees will be assigned the DAFSC of 8F000. The PAFSC and CAFSC will be updated to reflect the 8F000 SDI upon successful completion of the USAF FSA.

7.5.3. Selectees must have 3 years retainability from the graduation date and must be in the grade of master sergeant.

7.5.4. Selectees must report to the USAF First Sergeant Academy with a current (as defined in the Education & Training Course Announcement or ETCA) Air National Guard fitness assessment score of 75 or better.

## **7.6. Utilization of First Sergeants.**

7.6.1. Term limits for full-time personnel assigned as first sergeants are governed by ANGI 36-2101, *Assignments Within the Air National Guard*.

7.6.2. Drill Status Guardsmen selected to fill a master sergeant first sergeant position are limited to a term of no less than 3 years and no more than 6 years from date of graduation from the USAF FSA. If later selected to fill a senior master sergeant first sergeant position, a new term of 4 years will be incurred based on the date of assignment to the new position.

7.6.3. Members selected for promotion under the Exceptional Promotion Program (EPP) will have their maximum term limit date adjusted to match the EPP overgrade expiration date upon coordination with the ANG First Sergeant Functional Manager.

7.6.4. With the exception of EPP promotions, overgrades in first sergeant positions are not authorized.

### **7.7. Logistical Support.**

7.7.1. In addition to a private office suitable for counseling, communication and other logistical support required for the performance of first sergeant duties should be provided.

### **7.8. Withdrawal Procedures.**

7.8.1. First sergeant duties are both mentally and physically demanding. If circumstances exist that prove it is not in the best interest of the individual or the Air National Guard to continue duty as a first sergeant, removal or release from the special duty is required, pending approval from the ANG First Sergeant Functional Manager. Documentation showing counseling to address specific performance deficiencies is required.

#### **7.8.2. Voluntary Withdrawal**

7.8.2.1. Members may apply for voluntary return to a previously awarded AFSC after serving the minimum first sergeant term of 3 years from date of graduation of the USAF FSA.

7.8.2.2. The request is forwarded through the unit commander to the CCM recommending approval or disapproval. If unit requirements do not permit return to a previously awarded AFSC, the member may apply for retraining into a valid requirement. Commanders and CCMs should exercise proper force management principles when reassigning members who voluntarily withdraw from this special duty.

#### **7.8.3. Substandard Duty Performance or Unacceptable Conduct or Behavior**

7.8.3.1. If a first sergeant is considered to be unfit for duty, the unit commander will coordinate with the CCM, group commander, wing commander and ANG First Sergeant Functional Manager to process the following withdrawal procedures.

7.8.3.2. The unit commander notifies the member in writing of the proposed withdrawal, with full justification for the action. Members are afforded an opportunity to schedule a personal appearance, if he/she desire, and to submit a statement or documents in his/her own behalf. Members may waive his/her right to rebut by endorsement to the notification letter.

7.8.3.3. The request for withdrawal letter, along with all information submitted by the member is forwarded through the Group Commander to the CCM. The CCM reviews the documentation and provides a recommendation for the wing commander or installation commander. The wing or installation commander is responsible for final approval or disapproval of withdrawal of the first sergeant (8F000) SDI and the wear of the diamond insignia.

7.8.3.4. A written summary of the withdrawal of the first sergeant SDI is forwarded to the MPF. The summary must include the member's rank, name, SSN, unit of assignment and justification for withdrawal. Additionally, recommendation for reassignment should be included.

7.8.3.5. If a first sergeant does not complete the Senior Noncommissioned Officer Academy within 36 months from date of graduation from the USAF FSA, he/she must be immediately removed from the position.

## 7.9. CCM Responsibilities.

7.9.1. NGB/CFC, Office of the Command Chief Master Sergeant for the ANG, and the ANG First Sergeant Functional Manager set the overall policy and guidance for the management of the first sergeant special duty for the ANG.

7.9.2. CCMs are the installation level functional managers for their organization's assigned first sergeants. As such, they are responsible for the following actions:

7.9.2.1. In coordination with commanders, assign first sergeants to units.

7.9.2.2. Review and validate UMDs semi-annually to ensure that first sergeants are assigned IAW current ANG policy.

7.9.2.3. Assign first sergeants to fill contingency taskings. Ensure that only qualified members possessing the 8F000 SDI are assigned to fill first sergeant taskings. Coordinate with the ANG First Sergeant Functional Area Manager regarding the assignment of first sergeants to AEFC ECS taskings.

7.9.2.4. Ensure first sergeants remove their diamond chevron device if deploying in an AFSC other than the 8F000 SDI.

7.9.2.5. Ensure first sergeants complete a trip report after all contingency taskings. Provide a copy of the trip report to the host CCM at the TDY location, the ANG First Sergeant Functional Manager, and USAF First Sergeant Special Duty Manager.

7.9.2.6. Establish a first sergeant council with the purpose of meeting the needs of the base and enlisted force.

7.9.2.7. Restrict use of additional duty first sergeants IAW paragraph [7.3.1](#). CCMs schedule authorized additional duty first sergeants to attend the USAF ANG Additional Duty First Sergeant Seminar. Coordinate with ANG Course Director to determine class locations and availability.

7.9.2.8. Submit program management waiver requests to the ANG First Sergeant Functional Manager and NGB/A1 as required. Waiver requests must be coordinated with the State CCM.

7.9.3. State CCMs exercise general supervision over the first sergeant program within his/her state and are the functional managers for first sergeants located at GSUs within his/her state. The state CCM responsibilities regarding GSUs mirror those of the Wing CCM as outlined in [7.9.2.1](#) - [7.9.2.8](#).

## Chapter 8

### AFRC PERSONNEL

#### 8.1. Eligibility Criteria.

Basic duties, responsibilities, and qualifications for first sergeant specialty are directed by this instruction, AFI 36-2101, *Classifying Military Personnel*, AFI 36-2626, *Airman Retraining Program*, and AFMAN 36-2108, *Airman Classification*.

#### 8.2. Minimum Qualifications.

Applicants entering into the first sergeant special duty career field must be in the grade of master sergeant. Technical sergeants may be selected to a master sergeant position only. Those technical sergeants selected for the position must be immediately eligible for promotion to master sergeant under the provisions found in AFI 36-8001, *Reserve Personnel Participation and Training Procedures* and must be promoted prior to attending the USAF FSA. As a condition of promotion, the member must agree to attend the USAF FSA within 12 months from the date of appointment. Failure to do so will result in immediate removal of the 8F000 SDI and immediate demotion, unless returning to previous master sergeant billet and former AFSC.

8.2.1. Must be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in **Chapter 1** of this instruction. Must possess exceptional communication, leadership and managerial skills.

8.2.2. Candidates must have a minimum physical profile of PULHES 333231, and not have an Assignment Limitation Code (ALC) of 'C-2 or C-3.'

8.2.3. Minimum General AQE score of 62 or Administrative AQE score of 41.

8.2.4. Must be financially stable.

8.2.5. Be within physical fitness standards and project an overall image that exceeds minimum standards; minimum fitness score of 75 required. Failure to maintain Air Force fitness standards after selection will result in immediate probation. Upon fitness failure member will retest within 90 days but not within the first 42 days. A second fitness failure will result in immediate removal from the first sergeant career field. In addition, applicant's physical appearance and military image must meet the highest standards expected only of the most dedicated professional SNCOs.

8.2.6. Must have completed the NCO Academy prior to application. In-residence attendance is highly desirable. Must complete the SNCOA within 18 months upon graduation from the USAF FSA.

8.2.7. Personnel must agree to serve tenure of no less than 3 years from date of graduating from the FSA. If the member was a prior first sergeant, the tenure starts the day of assignment. At the end of a 3 year tour, the hiring authority and wing command chief will conduct a review of the first sergeant performance. Additional period beyond 3 years is at the discretion and approval of the hiring authority.

#### 8.3. Additional Duty First Sergeants.

8.3.1. Members assigned as an additional duty first sergeants must be in the grade of master sergeant and uphold the same criteria as stated in paragraphs **8.2. – 8.2.7.**

8.3.2. Fully participate with installation first sergeants in base functions and be a member of the first sergeant council. Junior ranking NCOs or flight chiefs may participate in the council activities appropriate for their grade as determined by the CCM.

#### **8.4. Application and Selection Procedures.**

8.4.1. For continuity, first sergeant selection procedures should begin 4-5 months prior to appointment to allow a 2-3 month transition period.

8.4.2. When a vacancy exists or is anticipated in a first sergeant position, the command chief must ensure the MPF announces the position and discloses the application procedures and submission dates.

8.4.3. The CCM and MPF will confirm the qualifications of all applicants. The CCM reviews applicant's records for eligibility and determines if the applicant's total profile supports boarding the member.

8.4.4. The CCM and MPF will schedule applicants to meet the selection board. The board, as a minimum, will consist of the wing CCM, who is the board President/Chairperson and functional manager for the first sergeant, a unit first sergeant, and a senior NCO of equal or higher grade than the applicant. Unit commanders may observe the board; however, they will not serve as a board member.

8.4.4.1. The selection board conducts a comprehensive interview to assess applicant's motivation, understanding of responsibilities, attitude, and ability to accomplish first sergeant duties. Board questions should be reviewed by the CCM prior to the board convening.

8.4.4.2. The selection board will disqualify any applicant who does not meet USAF and AFRC standards, with particular emphasis on AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 10-248, *The Fitness Program*.

8.4.4.3. Based on the results of the selection board, the CCM will prioritize a list of only those individuals who demonstrate the potential to assume the duties of a first sergeant. The CCM will then forward the list to the unit commander. As the functional manager for the first sergeant, the CCM will advise and assist the unit commander regarding final selection. Commanders should refrain from selecting members from their unit to become the unit's First Sergeant

8.4.4.4. The applicant selected by the unit commander from the prioritized list will be awarded DAFSC SDI 8F000 pending completion of the USAF FSA and will wear the first sergeant chevron upon graduation from the FSA. The applicant selected by the unit commander must have a minimum of 3 years remaining on their current enlistment prior to submitting a training request for attendance to the USAF FSA. Technical sergeants who are selected must be promoted immediately to master sergeant and prior to attending the FSA.

#### **8.5. Training First Sergeants**

Selectees must attend the USAF FSA at the earliest possible opportunity, but no later than 1 year from the date of assignment. This requirement will not be waived. If the member does not attend the FSA within 1 year, the member must be removed from the first sergeant position and returned to his or her previous AFSC and the projected retraining canceled.

## **8.6. Utilization of First Sergeants.**

- 8.6.1. CCMs are highly encouraged to consider rotating first sergeants within their wing based on mission requirements.
- 8.6.2. CCMs will ensure leveling is induced IAW AFI 36-2115
- 8.6.3. CCMs may utilize first sergeants for a period of time that meet mission requirements.

## **8.7. Logistical Support.**

The first sergeant will be provided private office accommodations suitable for counseling personnel. Communication and other logistical support items required for the performance of first sergeant duties must be provided. The office should preferably be collated with the unit commander.

## **8.8. Withdrawal Procedures.**

- 8.8.1. The first sergeant duties are both mentally and physically demanding. If circumstances exist that prove it is not in the best interest of the individual or the Air Force Reserve to continue duty as a first sergeant, removal or release from the special duty is required.
- 8.8.2. Substandard duty performance or unacceptable conduct or behavior.
  - 8.8.2.1. If a first sergeant is considered to be unfit for duty, the unit commander, in coordination with the group commander and CCM, will process the following withdrawal procedures.
  - 8.8.2.2. The unit commander notifies the member in writing of the proposed withdrawal, with full justification for the action. The member is afforded an opportunity to schedule a personal appearance with the group commander and CCM, if they desire, and to submit a statement or documents in their own behalf. The member may waive their right to rebut by endorsement to the notification letter.
  - 8.8.2.3. The group commander and CCM's recommendation along with all information is forwarded to the wing commander. The wing commander is responsible for approval or disapproval of withdrawal of the first sergeant (8F000) SDI and the wear of the diamond insignia.
  - 8.8.2.4. A written summary of the withdrawal of the first sergeant SDI is forwarded to the MPF. The summary must include the member's rank, name, SSN, unit of assignment and justification for withdrawal. Additionally, recommendation for reassignment should be included.
  - 8.8.2.5. If the member fails to complete the Senior Noncommissioned Officer Academy within 18 months from date of assignment they must be removed from the position.

### **8.8.3. Voluntary withdrawal**

- 8.8.3.1. Members may apply for voluntary return to a previously awarded AFSC after having served in the first sergeant career field for a minimum of 3 years.
- 8.8.3.2. The request is forwarded through the unit commander to the CCM recommending approval or disapproval. The member may apply for retraining into a valid requirement. Commanders and CCMs should exercise proper force management principles when reassigning members who voluntarily withdraw from this special duty.

## 8.9. CCM Responsibilities.

- 8.9.1. CCMs are the functional managers for first sergeants assigned to their organizations.
  - 8.9.1.1. In coordination with commanders, assign first sergeants to units.
  - 8.9.1.2. Reviews and validates UMDs to ensure first sergeants are assigned IAW AFRC policy.
  - 8.9.1.3. Approves/denies requests for first sergeants to fill contingency tasking. Ensures only qualified members possessing 8F000 SDI are assigned to fill first sergeant taskings.
  - 8.9.1.4. Ensure first sergeants deploying in an AFSC other than the 8F000 SDI remove the diamond.
  - 8.9.1.5. Arrange for newly appointed first sergeants to be mentored by a senior first sergeants to assist with their transition
  - 8.9.1.6. Ensure first sergeants complete a trip report after all contingency tasking and provide a copy of the trip report to the CCM at the TDY location, their wing CCM, and to the AFRC First Sergeant Functional Manager, through their Numbered Air Force CCM.
  - 8.9.1.7. Ensure additional duty first sergeant register for and attend an Additional Duty Seminar.
  - 8.9.1.8. Establish a first sergeant council with the purpose of meeting the needs of the base and enlisted force.

## Chapter 9

### THE FIRST SERGEANT DEVICE

#### 9.1. First Sergeants.

9.1.1. Wear of the first sergeant device (diamond) is authorized upon graduation from the FSA while assigned to a valid 8F000 position. Graduates who return to the losing base and serve in their primary AFSC awaiting PCS are not filling a valid 8F000 position and will not wear the diamond and are not entitled to SDAP. With squadron commander approval, CCMs may utilize these individuals to fill valid 8F000 vacancies until PCS. In this situation, they may wear the diamond and receive SDAP. Those graduates who return to the losing installation only to out process may wear the diamond. The device will be worn according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* while serving as a first sergeant in the 8F000 SDI. ANG and AFRC members deployed to serve in positions other than 8F000 positions will not wear the device.

9.1.2. The First Sergeant Special Duty Manager, FSA Commandant, instructors, and the ANG and AFRC First Sergeant functional managers wear the first sergeant device.

#### 9.2. Additional Duty First Sergeants.

Members assigned as additional duty first sergeants will not wear the device.

#### 9.3. Retired First Sergeants.

Retired members, whose terminal assignment was as a first sergeant, may wear the diamond device in all instances where the wear of the uniform is appropriate, according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

## Chapter 10

### UTILIZATION OF FIRST SERGEANTS

**10.1. Duties.** First sergeants must not be assigned duties other than those contained in the specialty description in AFECDD. First sergeants are not assigned typical additional duties. The CCM, as functional manager, may assign first sergeants duties as necessary to accomplish the mission.

**10.2. Accommodations.** First sergeants must be provided private office accommodations adequate for counseling personnel, preferably collocated with the unit commander.

**10.3. Rater.** First sergeant's reporting official will be the unit commander or headquarters squadron section commander. The first sergeant will not be assigned to the unit section commander for rating purposes.

**10.4. Family Association.** First sergeants will not be assigned to the same unit with his or her own military family member in accordance with AFI 36-2110, *Assignments*.

ROGER A. BRADY, Lt General, USAF  
DCS, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-21, *Utilization and Classification of Air Force Military*

AFI 36-2101, *Classifying Military Personnel*

ANGI 36-2101, *Assignments Within the Air National Guard*

AFI 36-2110, *Assignments*

ANGI 36-2502, *Promotion of Airmen, Air National Guard*

AFI 36-2626, *Airman Retraining Program*

AFI 36-2903, *Dress and Personal Appearance of Military Personnel*

AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFMAN 37-123, *Management of Records*

ANGI 10-248, *Air National Guard Fitness Program*

***Abbreviations and Acronyms***

**AAC**—Assignment availability code

**AEFC**—Air Force Air Expeditionary Center

**AFI**—Air Force instruction

**AFMAN**—Air Force manual

**AFP**—Air Force pamphlet

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force specialty code

**ALC**—Assignment limitation code

**ANG**—Air National Guard

**ASD**—Assignment selection date

**BOC**—Base of choice

**CCM**—Command chief master sergeant (title)

**CONUS**—Continental United States

**DEROS**—Date eligible for return from overseas

**DOA**—Date of availability

**DRD**—Deployment requirements document

**EPR**—Enlisted performance report

**FSA**—First Sergeant Academy

**HYT**—High year of Tenure

**MAJCOM**—Major command

**MOB**—Main operating base

**MPF**—Military personnel flight

**MPU**—Mobility processing unit

**NCO**—Noncommissioned officer

**NLT**—Not later than

**PCS**—Permanent change of station

**PRU**—Personnel readiness unit

**PULHES**—Physical profile serial

**SDI**—Special duty identifier

**SDAP**—Special Duty Assignment Pay

**SNCO**—Senior noncommissioned officer

**SSAN**—Social security account number

**TOS**—Time on station

**UMD**—Unit manning document

**UTC**—Unit type code

## Attachment 2

## FIRST SERGEANT HOME STATION CONTINUING EDUCATION

Table A2.1. First Sergeant Home Station Continuing Education.

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
1	First Sergeant Fundamental Tasks and Responsibilities		
1.1	Understand Roles and Responsibilities of the First Sergeant: Training and local procedures TR: AFI 36-2113		
1.1.1	CCM Perspective: Roles and Responsibilities: Schedule meetings with wing and host CCM		
1.1.2	CC Expectations: Roles and Responsibilities: Initial feedback with CC		
1.1.3	Squadron Superintendent Interaction and Relationship: Meet to establish rapport and working relationship		
1.1.4	First Sergeant Council: Introduction to council & provide FSgt Council contact roster		
1.2	Dress and Appearance: Familiarize with MAJCOM, local policies, and supplements TR: AFI 36-2903, MAJCOM and local supplements		
1.3	Drill and Ceremonies		
1.3.1	Drill Requirements: Familiarize with local retreat, open ranks, change of command, Reveille procedures & other drill requirements TR: AFMAN 36-2203		
1.3.2	Recognition Ceremonies: Familiarize with local promotion, retirement, award, induction TR: AFI 36-2805, 36-2502, (Ret) local instructions & directive		
1.4	Other Recommended Training (as available)		
1.4.1	Applied Suicide Intervention Skills Training (ASIST): ASIST trains first responders in providing "first aid" to help individuals at risk of suicide to stay safe & seek professional assistance. Schedule through local Chaplain service		
1.4.2	Critical Incident Stress Management (CISM): Protocol developed specifically for dealing with traumatic events. Process for helping those involved in critical incidents. Schedule through local Mental Health Clinics		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
1.4.3	Defense Equal Opportunity Management Institute (DEOMI): Provides leaders an understanding of EO (military) & EEO (civilian) & diversity issues to assist policy makers & leaders. Schedule through local Military Equal Opportunity Office		
2	Health, Morale and Welfare Inspections: Understand local procedures for scheduling, coordinating and conducting a HMW TR: Manual for Courts-Martial, AFI 32-6005, local SJA		
2.1	Maintenance of Discipline: Commander's policies, procedures and standards		
2.2	Confinement: Understand local procedures for assignment of airmen to confinement facilities TR: Manual for Courts-Martial, AFI 31-205, AFPAM 31-221, local guidance		
2.3	Sexual Assault: Awareness and Prevention Understand local procedures for conducting, initiating and evaluating awareness and prevention programs TR: local policies		
2.4	Article 15: Process and Procedures: Understand local policy and procedure for administration of Article 15 process TR: AFI 51-202, Manual for Courts-Martial		
2.5	Domestic Violence: Understand local procedure for domestic violence notification, response and intervention TR: AFI 40-301, local laws and procedures		
2.6	Drug Demand Reduction: Understand local procedure for trusted agent appointment/ utilization; random selection and reporting TR: AFI 44-120, local laws and procedures		
2.6.1	Inspection Testing: Understand local procedure for scheduling and conducting inspection testing TR: Manual for Courts-Martial, AFI 44-120		
3	Support/Referral Agencies		
3.1	Wing/Mission Support Agencies		
3.1.1	Military Equal Opportunity (MEO): Establish rapport, receive key personnel briefing TR: AFI 36-2706		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
3.1.2	Inspector General (IG): Establish rapport, receive key personnel briefing TR: AFI 90-301		
3.1.3	Career Assistance Advisor (CAA): Establish rapport, discuss programs, issues and trends TR: local guidance		
3.1.4	Mortuary Affairs: Establish rapport and receive program overview TR: AFI 34-501, AFI 36-3002		
3.1.5	Employer Support of the Guard and Reserve (ESGR): Review Internet site if applicable TR: ESGR website		
3.1.6	Protocol: Establish rapport and discuss services that are available TR: MAJCOM and local guidance		
3.1.7	Command Post: Discuss notification procedures, update personal contact information TR: local guidance		
3.1.8	Chaplain: Establish rapport with unit/installation chaplain, discuss climate and concerns TR: AFI 52-101, local guidance		
3.2	Family Support Center (Air Force Aid, PFMP, etc): Establish rapport and receive key personnel briefing TR: local guidance, AFI 36-3109, AFI 36-3009, AFI 36-2906		
3.3	Medical Support and Services Health Consumer Advisory Council: Understand function and purpose of HCAC TR: local guidance		
3.3.1	Family Advocacy: Establish rapport, receive key personnel briefing, discuss EFMP/FMCMT/CRB procedures, roles and responsibilities TR: AFI 36-4301		
3.3.1.1	Command Directed Evaluations (CDE): Understand local procedures for requesting and coordinating a CDE TR: AFI 44-109, local Mental Health		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
3.3.2	Tricare: Understand local points of contact, procedures, and concerns TR: ( <a href="http://www.tricare.osd.mil">http://www.tricare.osd.mil</a> )		
3.3.3	Mental Health Office: Establish Rapport and discuss programs, referral and contact procedures TR: AFI 44-154, AFI 44-109		
3.3.4	Alcohol and Drug Abuse, Prevention and Treatment (ADAPT): Establish rapport, receive key personnel briefing, discuss local issues and concerns TR: AFI 44-121		
3.3.5	Health and Wellness Center (HAWC): Establish rapport, receive key personnel briefing, discuss program, procedures, and issues TR: AFI 40-501		
3.4	Off-Base Agencies (Red Cross, etc): Understand availability and contact information of local agencies TR: local guidance		
3.5	Legal and Protective Services		
3.5.1	Judge Advocate (JA): Establish rapport, receive key personnel briefing, discuss procedures and trends TR: AFI 50-502, AFI 50-201, Local Guidance		
3.5.2	Area Defense Counsel (ADC): Establish rapport, receive key personnel briefing, discuss procedures and trends TR: AFI 50-501, AFI 50-202, Local Guidance		
3.5.3	Security Forces (SF): Establish rapport with key personnel, discuss local procedures and trends and update personal contact information TR: Local guidance		
3.5.4	Office of Special Investigations (OSI): Establish rapport with key personnel, discuss local procedures and trends and update personal contact information TR: local guidance, Administration/Personnel programs		
4	Administration/Personnel Programs		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
4.1	PME: Understand eligibility, selection and deferral process for enlisted professional military education TR: AFI 36-2301, MAJCOM and local policy		
4.2	Resource Allocation: Understand use of private organizations, SM&W funds, etc. TR: AFI 34-223 and AFI 65-603		
4.3	Details: Understand base procedures for detail selection, augmentees, etc. TR: local guidelines		
4.4	Financial Management: Understand resources for personal financial management TR: AFI 36-2906 and PFMP manager		
4.5	Family Care: Understand Air Force and local policies and procedures for successful implementation of Family Care plans TR: AFI 36-2908 and local policy		
4.6	Housing/Dormitory: Understand Air Force, MAJCOM and local policy for family and unaccompanied housing TR: AFI 32-6001, AFI 32-6005, AFH 32-6009, MAJCOM and local supplements		
4.7	Leave Program: Understand leave, EML, PTDY and pass procedures TR: AFI 36-3003, MAJCOM and local policy		
4.7.1	Emergency Leave: Understand local emergency leave procedures TR: AFI 36-3003, MAJCOM and local policy		
4.8	Early Return of Dependents (ERD): Understand procedures for early return of dependents from overseas locations TR: AFI 36-3020, MAJCOM and local policy		
4.9	AF Component Specific Personnel Programs: Understand aspects of AF, ANG and AFRC personnel programs as needed TR: FSA web page		
4.10	Fitness: Understand requirements to maintain an effective unit fitness program TR: AFI 10-248 and local policy		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
4.11	Recognition Programs: Understand local and MAJCOM awards and recognition programs TR: AFI 36-2803, AFI 36-2805, MAJCOM and local guidance		
4.11.1	Decorations: Understand MAJCOM and local policy for awarding and presentation of decorations TR: AFI 36-2803, MAJCOM and local guidance		
4.12	EPRs: Understand local procedures for EPR processing and Senior Rater Endorsements TR: AFI 36-2403, MAJCOM and local guidance		
4.13	Promotions: Understand use of promotion rosters and related personnel products TR: AFI 36-2502 and local policy		
4.13.1	Below the Zone (BTZ): Understand base and unit procedures for BTZ selection process TR: AFI 36-2502 and local policy		
4.13.2	Stripes for Exceptional Performers (STEP): Understand AF philosophy, MAJCOM and local procedures for STEP promotion TR: AFI 36-2502, CSAF guidance, MAJCOM and local policy		
4.14	Separations: Understand MAJCOM and local procedures for administrative separations TR: AFI 36-3208 and local SJA		
4.15	Line of Duty (LOD): Understand administrative procedures for making line of duty determinations TR: AFI 36-2910 and MPF Special Actions		
4.16	Medical Evaluation Board (MEB): Understand administrative process for medical evaluation board TR: AFI 44-157 and local medical treatment facility		
4.17	Suicide Intervention: Understand command roles and responsibilities for an effective suicide intervention and prevention program TR: AFI 44-154, local mental health office and chaplain services		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
4.18	Alcohol and Drug Abuse Prevention and Treatment (ADAPT): Understand referral and use of ADAPT program TR: AFI 44-121 and local ADAPT program manager		
5	Contingency Operations TR: AFMAN 10-100, installation deployment plan and local procedures		
5.1	Exercises and Inspections: Understand the role and responsibility of First Sergeants TR: MAJCOM and installation procedures		
5.2	Family Readiness: Establish rapport with Family Readiness NCO and understand availability of programs and activities for families of deployed member TR: AFI 36-3009 and Family Readiness plan		
5.2.1	Home Station Issues (Key Spouse, Wingman): Understand home station and unit programs TR: AFI 36-3009/ Family Support Center		
5.3	Mobility Requirements: Establish rapport with UDM/UTM and Personnel Readiness Unit TR: AFPAM 10-417, Installation Deployment Plan and MAJCOM requirements		
5.3.1	MAJCOM Contingency Training (i.e. Silver Flag/Phoenix Eagle): Attend MAJCOM training as required/available TR: MAJCOM guidance		

## Attachment 3

## AFR/ANG FIRST SERGEANT HOME STATION CONTINUING EDUCATION

Table A3.1. AFR/ANG First Sergeant Home Station Continuing Education.

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
1	First Sergeant Fundamental Tasks and Responsibilities		
1.1	Stress Management TR: AFSNCOA course 12 or in-residence, commercially available management resources, other resources available for councils, USAF FSA continuing education web page ( <a href="http://www.au.af.mil/au/cpd/fsa/ANG/continuing_education.htm">http://www.au.af.mil/au/cpd/fsa/ANG/continuing_education.htm</a> ) ( <a href="http://www.au.af.mil/au/cpd/fsa/AFRC/continuing-education">http://www.au.af.mil/au/cpd/fsa/AFRC/continuing-education</a> )		
1.2	Time Management TR: AFSNCOA course 12 or in-residence, commercially available management resources, other resources available for councils, continuing education web page		
1.3	Understand Roles and Responsibilities of the First Sergeant: TR: AFI 36-2113; AFECD, ANG Commander's Legal Desk book set, local policies, continuing education web page		
1.3.1	First Sergeant Council TR: AFI 36-2113, AFRC and ANG web-sites or CoP, state and MAJCOM off-sites or leadership conferences, continuing education web page		
1.3.2	Commander/First Sergeant Relationship TR: AFI 36-2113, senior leadership workshops, CC/CCM/CCF conferences, continuing education web page		
1.4	Dress and Personal Appearance TR: AFI 36-2903, local supplements, AFPC web-site, continuing education web page ( <a href="http://www.afpc.randolph.af.mil/dress">http://www.afpc.randolph.af.mil/dress</a> )		
1.5	Drill & Ceremonies TR: AFI 36-2203, AFMAN 36-2203ANG, continuing education web page		
1.6	History of the First Sergeant TR: Continuing education web page		
2	Maintenance of Discipline TR: CC's policies, procedures, and standards		
2.1	Health, Morale, & Welfare Inspections (HMW) TR: AFI-44-102 AFI 36-6005, local SJA procedures		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
2.2	Courts-Martial Process * TR: AFI 31-205, AFPAM 31-221, AFI 51-201, local policies		
2.3	Confinement * TR: AFI 31-208, AFI 31-205, AFPAM 31-221		
2.4	Sexual Assault Awareness and Prevention Training TR: Local Sources		
2.5	Active Duty Demotion Actions * TR: AFI 36-2503, Chapter 3		
2.6	Rights of the Accused * TR: MCM Article 31, AFVA 31-231, AFI 51-201		
2.7	Non-Judicial Punishment * TR: AFI 51-202, MCM Article 15, continuing education web page		
2.8	Domestic Violence * TR: AFI 40-301, ANG & AFRC point papers, local policies		
2.9	Professional & Unprofessional Relationships TR: AFI 36-2909,		
2.10	Demand Reduction (formerly Urinalysis) TR: AFI 44-120, local policies		
3	Support Agencies		
3.1	Military Equal Opportunity & Inspector General TR: AFI 36-2706, AFI 90-301, visit to/from MEO and IG, local policies		
3.2	Mortuary Affairs * TR: AFI 36-3002,		
3.3	Employer Support of the Guard & Reserve TR: ESGR web-site, Preemptive Strike video, contact local ombudsmen ( <a href="http://www.esgr.com/">http://www.esgr.com/</a> )		
3.4	Legal Office, JAG, Area Defense Council TR: Visit from the base legal team		
3.5	Protocol * TR: Visit from local Protocol Officer or Office, ANG website, Protocol guide book, local policies, MAJCOM protocol web sites		
3.6	Command Post (provide First Sergeant Contact Roster)		
3.7	Chaplain TR: Visit to/from the local Chaplain, provide First Sergeant contact roster		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
3.8	Family Support TR: AFI 36-3009, visit from the Family Support Center director, provide First Sergeant contact roster		
3.9	Family Advocacy * TR: AFI 40-301chap.5, AFI 40-301		
3.10	Command Directed Evaluations * TR: AFI 44-109		
3.11	Tri-Care * TR: Tri-Care web-site, visit from local Tri-Care representative ( <a href="http://www.tricare.osd.mil">http://www.tricare.osd.mil</a> )		
3.12	Mental Health * TR: Mental Health office		
3.13	Alcohol & Drug Abuse Prevention & Treatment (ADAPT)* TR: AFI 44-121, continuing education web site		
3.14	Off-Base Referral Agencies TR: Visit to/from local Family Support Center, visits to/from outside referral agencies, continuing education web site		
3.15	Red Cross Notifications * TR: Local contacts at the Red Cross, continuing education web site		
3.16	Security Forces/Office of Special Investigations * TR:		
4	Administration/Personnel Programs		
4.1	Promotion of Enlisted Professional Military Education TR: AFI 36-2301, ANG MAN 36-2301		
4.3	Family Care TR: AFI 36-2908, visit with local JAG, visit with local MPF, local policies		
4.4	Housing & Dormitory Management * TR: AFI 32-6001, AFI 32-6005, AFH 32-6009, local supplements/policies		
4.5	Leave Program/Emergency Leave * TR: AFI 36-3003, local policies		
4.8	Air Force Component Specific Personnel Programs TR: Web-based cross-reference sheet on AD, ANG, AFRC programs with links to the reference material supporting the program		

Task Number	Task, Knowledge, and Technical References	Start Date	Completion Date
4.9	Fitness TR: AFI 10-248, ANGI 10-248, visit from or to the Health and Wellness Center (HAWC) or equivalent or a physical training leader		
4.10	Enlisted Evaluation System (EES) * TR: AFI 36-2403		
4.11	Recognition TR: AFI 36-2803, AFI 36-2905, ANGI 36-2805, local policies		
4.12	Assignment Process * TR: AFI 36-2110		

\* Items are Active Duty specific and should be completed as necessary.