

First Sergeant Applicant Eligibility Checklist

(Non-waiverable criteria IAW AFI 36-2113 and AF correction e-mail, 15 Jan 2008)

Applicant Rank / Name: _____ **Current Unit Assigned:** _____
First Sergeant Vacancy (Squadron): _____ **Date of Application:** _____

Eligibility Criteria	Complies? <i>Circle one and fill in data</i>	Individual <i>initials</i>	FSS/MDG <i>initials</i>	CCM <i>initials</i>	Notes
1a. Applicants current rank:	TSgt / MSgt				
1b. If the applicant is a TSgt are they eligible for promotion to MSgt under the provisions of the retraining promotion program in ANGI 36-2502, Promotion of Airmen, and promotable on or before the date of assignment to the UMD position?	Y / N / NA				
1c. Time in grade (<i>2 yrs minimum if E6</i>)	DOR: _____ Yrs/Mos TIG: ____/____				
1d. Time in service (<i>9 yrs minimum</i>)	Yrs/Mos TIS: ____/____				
Professional Military Education (PME):					
2a. Has the applicant completed Non-Commissioned Officer PME? (<i>minimum requirement</i>)	Y / N In-res date: _____ CDC date: _____				
2b. If already a MSgt has the applicant completed Senior Non-Commissioned Officer PME?	Y / N / N/A In-res date: _____ CDC date: _____				
2c. If not, does the applicant understand they must complete Senior Non-Commissioned Office PME either by correspondence or in-residence within three years from date of graduation from First Sergeant Academy or be removed from the first sergeant position?	Y / N		N/A		
Professional Qualities and Skills:					
3a. Is the applicant highly motivated and capable of fulfilling the role of the first sergeant as prescribed in Chapter 1 of AFI 36-2113?	Y / N		N/A		
3b. Does the applicant have exceptional leadership and managerial skills?	Y / N		N/A		
3c. Does the applicant have the ability to speak distinctly?	Y / N		N/A		
3d. Does the applicant have a minimum physical profile PULHES 333231? (MDG initials)	Y / N PULHES: _____				
3e. Is the applicant financially stable?	Y / N		N/A		
3f. Does the applicant have a minimum ASVAB score of 41 administrative or 62 general?	Y / N ADM _____ GEN _____				
3g. Does the applicant have a 7-skill level (<i>PAFSC, 2AFSC, or 3AFSC</i>)?	Y / N				
Physical Fitness and Appearance:					
4a. Did the applicant pass their most current USAF physical fitness assessment with a score of 75 or greater?	Y / N Fitness score: _____ Date last tested: _____				
4b. Is the applicant prepared to take the USAF physical fitness assessment (running, not step-test) within one month of attending the First Sergeant's Academy?	Y / N		N/A		

Eligibility Criteria	Complies? <i>Circle one and fill in data</i>	Individual <i>initials</i>	FSS <i>initials</i>	CCM <i>initials</i>	Notes
4c. Does the applicant understand as a first sergeant they must continually maintain a physical fitness score which exceeds minimum standards (75) or be removed from their first sergeant position?	Y / N		N/A		
4d. Does the applicant's overall physical image exceed minimum standards?	Y / N		N/A		
First Sergeant's Academy:					
5a. Does the applicant understand they must attend the USAF First Sergeant's Academy at the earliest possible opportunity after being selected for a first sergeant position, but no later than 12 months from assignment to the first sergeant position?	Y / N		N/A		
5b. Does the applicant understand failure to complete this requirement will result in their removal from the first sergeant position?	Y / N		N/A		
5c. Does the applicant understand failure to complete this requirement will also result in immediate demotion if they were promoted from technical sergeant to master sergeant as a result of being assigned to the first sergeant position?	Y / N		N/A		
Drill Status Guardsman vs. Air Technician:					
6a. What status is the applicant? (circle one)	DSG / Air Tech / AGR				
6b. Air technicians and traditional guardsmen are eligible to apply for first sergeant positions. AGRs may also apply when coordinated in advance with NGB, on a case by case basis. Many times first sergeants are not assigned to the same organizations they current belong. If the applicant is full time and currently perform the same job militarily, do they understand for at least the next three to six years until their first sergeant tour is complete, they will not be available to perform their air technician duties on UTA weekends?	Y / N / NA		N/A		
6c. Has the applicant discussed this with their chain of command up through their squadron commander and made them aware of the impact should they be selected for this position?	Y / N		N/A		
Tenure:					
7a. Does the applicant understand if they are selected for a first sergeant position, they must serve a minimum tour of no less than three years from date of assignment as first sergeant, no exceptions?	Y / N		N/A		
7b. (Air Technicians/AGR's) Does the applicant understand their maximum tour as first sergeant cannot exceed six years?	Y / N / NA		N/A		
7c. (Drill Status Guardsmen) Does the applicant understand their maximum tour as first sergeant cannot exceed six years unless promoted to E8 as Wing First Sergeant or promoted to E8 under the Exceptional Promotion Program?	Y / N / NA		N/A		
7d. Does the applicant have at least three years retainability before ETS,	Y / N ETS: _____				

Eligibility Criteria	Complies? <i>Circle one and fill in data</i>	Individual <i>initials</i>	FSS <i>initials</i>	CCM <i>initials</i>	Notes
7e. If the applicant does not have at least three years retainability, do they agree to extend or reenlist if selected for this position?	Y / N				
7f. Does the applicant understand at the conclusion of their tenure as first sergeant they will return to their previous unit of assignment and if they are a military technician or AGR must be reassigned to a UMDG position with a compatible AFSC that will support their grade?	Y / N		N/A		
Application Package:					
8a. Has the applicant submitted an application package containing the following documents:	N/A	N/A	N/A	N/A	N/A
8b. First Sergeant Applicant Eligibility Checklist (this checklist) with required signatures?	Y / N				
8c. Signed Letter of Intent (attachment 5)?	Y / N				
8d. Current vMPF Personnel Records Review?	Y / N				
8e. Current copy (will not expire by vacancy closing date) of their physical fitness assessment?	Y / N				
8f. Current military resume?	Y / N				

Applicant Signature: (all applicants)

I have read and understand the duties and responsibilities of a first sergeant and hereby submit my application for the advertised position. I understand, per AFI 36-2113 paragraph 7.4.3 and any AF or ANG interim guidance, the Wing Command Chief reviews all applications and determines who will be selected to meet the first sergeant board (*some applicants may not be selected to interview*). I further understand my application may also be removed by anyone in my chain of command at any time. At the conclusion of the interviews the Wing Command Chief makes a recommendation to the selecting squadron commander, with whom the final decision rests.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

E-mail address: _____ Cell phone: _____

Applicant's Current Air Technician Supervisor Endorsement: (if applicable)

I have reviewed the applicant's first sergeant position application, have discussed this with (him/her), and fully endorse and support their application. Furthermore, we understand that if selected, the applicant will no longer be available on UTA weekends to perform their air technician duties. We understand our responsibilities outlined in ANGI 36-2101, paragraph 2.3.3 as it pertains to reassignment back into the unit at the end of their tenure as first sergeant.

Name of Applicant's Air Technician Supervisor: _____

Signature of Air Technician Supervisor: _____ Date: _____

Applicant's Current Squadron Commander Endorsement: (all applicants)

I have reviewed the applicant's first sergeant position application, have discussed this with (him/her), and fully endorse and support their application. Furthermore, we understand that if selected, the applicant will no longer be assigned to our squadron and will not be available on UTA weekend to perform their previous duties. We understand our responsibilities outlined in ANGI 36-2101, paragraph 2.3.3 as it pertains to reassignment back into the unit at the end of their tenure as first sergeant.

Name of Applicant's Squadron Commander: _____

Signature of Squadron Commander: _____ Date: _____

Force Support Squadron Review:

We have reviewed the applicant's first sergeant position application and attached documents. Based on AFI 36-2113 criteria and any current USAF or ANG First Sergeant Program Interim Guidance, the applicant meets the minimum qualification for a first sergeant position and may be considered to meet the First Sergeant Selection Board.

Name of FSS Representative: _____

Signature of FSS Representative: _____ Date: _____

For First Sergeant Board Use	Complies? (Unit to circle one and fill in data)	CCM (initials)	Notes
1. Was the applicant selected for interview?	Y / N		
2. If the applicant interviewed, was the applicant on-time for the board?	Y / N		
3. Was the applicant properly attired, did it meet AF standards, and did they look good in their uniform?	Y / N		
4. Did the applicant properly answer all board questions? (<i>separate scoring sheet</i>)	Y / N		
6. Does the applicant meet or exceed the qualifications as outlined in AFI 36-2113 and applicable interim guidance letters?	Y / N		
6. Is this applicant recommended by the First Sergeant Selection Board to be a first sergeant for the 132d Fighter Wing?	Y / N		
7. What is the First Sergeant board's ranking of this applicant?	_____ of _____		
8. Has the Wing Command Chief forwarded the board's recommendation in writing to the selecting squadron commander?	Y / N		

Wing Command Chief Recommendation:

A first sergeant selection board was conducted in accordance with AFI 36-2113 paragraph 7.4.4. The applicant's First Sergeant Applicant Checklist and attachments were reviewed by the board and the applicant responded to a series of questions asked by the board. The applicant was evaluated on their motivation, understanding of responsibilities, attitude, ability to accomplish first sergeant duties, dress and appearance, fitness assessment, and overall suitability as a potential first sergeant. Based on this evaluation we have ranked the applicants for the selecting squadron commander's consideration, as listed above.

Wing Command Chief Name: _____

Signature of Wing Command Chief: _____ Date: _____

Selecting Squadron Commander:

I have reviewed the applicant's First Sergeant Applicant Checklist and attachments, and have reviewed the recommendations of the Wing Command Chief and the First Sergeant Selection Board. Based on these factors, this applicant **(is) / (is not)** selected to fill the vacant first sergeant position in our squadron at this time.
Circle applicable

Selecting Squadron Commander's Name: _____

Signature of Selecting Squadron Commander: _____ Date: _____