

**BY ORDER OF THE COMMANDER
132D FIGHTER WING**

AIR FORCE INSTRUCTION 36-2113



19 DECEMBER 2007

Supplement

1 FEBRUARY 2011

Personnel

THE FIRST SERGEANT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication outlines local procedures used for processing first sergeant vacancies. It provides a standardized checklist to be used throughout the entire first sergeant selection process and describes required documentation to be submitted with the application. It also implements the “Undershirt” program.

This publication is applicable to all members of the 132d Fighter Wing and any host, tenant or geographically separated units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

MPF was changed to FSS. Requirement for a RIP was changed to vMPF report. Requirement to forward board paperwork to FSS was deleted. Notification process was simplified. Under Shirt program completely revised to provide better training and exposure of Under Shirts. Tour length was standardized at 12 months regardless of status. Letter of Intent Example was updated. Attachment 6, AF Form 797 Job Qualification Standard Example added.

AFI 36-2113, 19 Dec 07 is supplemented as follows:

7.4.2.1. (Added) FSS will draft the vacancy announcement and forward it to the CCM for review before publishing. Once reviewed, FSS will forward the announcement to the Wing Public Affairs office for inclusion in the e-Intake newspaper for a minimum of two consecutive unit training assemblies (UTA). The CCM will also post to the SharePoint bulletin board and SharePoint First Sergeant page. The vacancy announcement will close at the end of the second unit training assembly. If the second month has a split UTA, the vacancy announcement will close at the end of the split UTA. The CCM will coordinate with the FSS to extend the vacancy if required.

7.4.2.2. (Added) Members of the 132d Fighter Wing interested in becoming a first sergeant will create an application package and forward it to the FSS on or before the vacancy closing date. The package must include:

7.4.2.2.1. TAB A - A completed and signed Letter of Intent (Attachment 4).

7.4.2.2.2. TAB B - A completed First Sergeant Applicant Eligibility Checklist (DSM Form 20) including all necessary individual initials, the applicant signature, and the endorsement of the applicant's squadron commander. Note: The squadron commander shall closely review the applicants conduct and performance within the squadron before endorsing the applicant for a first sergeant position.

7.4.2.2.3. TAB C - A current vMPF Record Review Report

7.4.2.2.4. TAB D - A current physical fitness assessment report

7.4.2.2.5. TAB E - A current military resume

7.4.3.1. (Added) FSS will review the First Sergeant Application Eligibility Checklist (DSM Form 20) including attachments, and initial all "FSS" blocks that comply. Incomplete checklists or those not meeting minimum qualifications will be returned to the applicant for their attention. FSS will forward compliant applications to the MDG for review.

7.4.3.2. (Added) MDG will review the First Sergeant Application Eligibility Checklist (DSM Form 20) including attachments, and initial all "MDG" blocks that comply. Incomplete checklists or those not meeting minimum qualifications will be returned to the applicant for their attention. MDG will forward compliant applications back to FSS for tracking purposes and then forward compliant applications to the CCM.

7.4.3.3. (Added) The CCM will notify any applicant who's total profile does not support boarding for the first sergeant position.

7.4.4. (Added) The CCM will coordinate the date and location for the first sergeant selection board and coordinate with board members. The 132d Fighter Wing Human Resource Advisor will participate in all first sergeant selection boards in a voting capacity whenever possible.

7.4.4.3.1. (Added) At the conclusion of the board, all interview materials, scoring sheets, etc will be gathered by the CCM from the board members IAW applicable records disposition directives.

7.4.4.3.2. (Added) The selecting squadron commander will notify all applicants of the board result. The CCM may assist the squadron commander with notification, if desired.

Chapter 11 (added)

THE UNDER SHIRT PROGRAM

11.1. Purpose and Intent. The purpose and intent of the Under Shirt program is to provide training and mentoring to personnel interested in becoming first sergeants. This allows our current first sergeants to develop the next generation of first sergeants. Per ANG first sergeant functional manager guidance, the Under Shirt will not generally operate autonomously and will not be used in place of a first sergeant. Under Shirts will not be scheduled to cover split unit training assemblies on their own or scheduled to function on their own as a first sergeant. The Under Shirts are understudies of the First Sergeant's Council. The position of Under Shirt is considered an additional duty as they are expected to maintain their AFSC skills also, but Under Shirts will not to be considered as "additional duty first sergeants" nor will they operate in that capacity.

11.2. Responsibilities of the Under Shirt. The Under Shirt is responsible for maintaining the same personal and professional standards as a first sergeant. They will assist the first sergeant with vital programs inherent in this position.

11.2.1. The Under Shirt will.

11.2.1.1. Be responsible for learning programs such as family (dependent) care, physical fitness, UTA participation, enlisted promotion, discipline, and other programs as deemed necessary.

11.2.1.2. Assist in the maintenance and submission of the unit roll calls.

11.2.1.3. Assist in the maintenance of alert recall rosters.

11.2.1.4. Conduct briefings at commander's call.

11.2.1.5. Provide general assistance to the first sergeant as deemed appropriate.

11.2.1.6. Attend first sergeant council meetings with the squadron first sergeant.

11.2.1.7. Rotate through all units working with each first sergeant on a predetermined schedule.

11.2.2. In the event of an unscheduled and unavoidable absence of the unit first sergeant such as illness or other extenuating circumstances, an Under Shirt may assume the duties and responsibilities of the first sergeant position as directed by the squadron commander, with direct guidance from other on-duty first sergeants.

11.3. Minimum Qualifications. Under Shirts are being trained and mentored to be our next generation of first sergeants, therefore they are expected to meet and maintain the same minimum requirements as a first sergeant:

11.3.1. Must be a technical sergeant or master sergeant.

11.3.2. Must be professionally competent and maintain a high level of integrity and confidentiality.

11.3.3. Must "lead by example" and uphold the Air Force Core Values.

11.3.4. Must have excellent communication skills.

11.3.5. Must be highly motivated and capable of fulfilling the role of first sergeant.

11.3.6. Must have good leadership skills.

11.3.7. Must exceed minimum fitness standards and overall image must exceed minimum standards as determined by the First Sergeant and Commander.

11.3.8. Must not be in upgrade training or retraining status.

11.3.9. Must be able to maintain applicable qualification training within the individual's normal duty section. Individual will be allowed AFSC training time as required.

11.4. Management and administration of the Under Shirt Program.

11.4.1. The Wing Commander.

11.4.1.1. Is the ultimate selecting official for this position, similar to a first sergeant selection.

11.4.1.2. Will establish limitations of duties as deemed necessary.

11.4.1.3. Will appoint the Under Shirts in writing and announce the individual selected.

11.4.2. The Wing Command Chief.

11.4.2.1. Will assist the Wing Commander with the selection process.

11.4.2.2. Will serve as the functional manager of the Under Shirt, similar to the first sergeants.

11.4.3. The Wing First Sergeant.

11.4.3.1. Will assist the Wing Commander in the selection process.

11.4.3.2. Will supervise training in personnel programs and performance evaluation as outlined in paragraph 11.2.

11.4.3.3. Will supervise mentoring to the Under Shirt using Attachment 3 to AFI 36-2113.

11.4.4. The Unit First Sergeant.

11.4.4.1. Will provide training in personnel programs and performance evaluation as outlined in paragraph 11.2.

11.4.4.2. Will provide mentoring to the Under Shirt using Attachment 3 to AFI 36-2113, where applicable.

11.4.4.3. Will document Under Shirt training on AF Form 797 (Attachment 6).

11.4.5. Element/work center supervisors.

11.4.5.1. May assist the Wing Commander in the selection process.

11.4.5.2. Will support this program by allowing the assigned Under Shirt the time required with the first sergeant to learn the various duties.

11.5. General Information. Under Shirts are not authorized to wear the first sergeant diamond and are not authorized any formal first sergeant training (First Sergeant Academy or additional duty first sergeant class).

11.6. Application Procedures and Tour Length.

11.6.1. Eligible individuals may submit a resume through their immediate supervisor to the squadron commander. See Attachment 5.

11.6.2. The length of tour will be twelve months. The Wing Commander may elect to extend an Under Shirt tour if circumstances warrant.

11.6.3. An application process will be used for the selection unless the Wing Commander elects to interview potential candidates.

11.6.4. A call for resumes will be made approximately 60 days prior to selections.

11.6.5. An individual may apply for and serve more than one tour.

11.6.6. Only five Under Shirts will be appointed at any given time. A Maximum of two Under Shirts will be assigned to any individual first sergeant during a drill period, and that first sergeant will assume overall responsibility for the Under Shirt(s) for all matters pertaining to first sergeant duties.

11.7. Prescribed and Adopted Forms.

11.7.1. Prescribed Forms. The DSM Form 20, *First Sergeant Applicant Eligibility Checklist*, is prescribed for use by this publication.

11.7.2. Adopted Forms. The OF Form 612, *Optional Application for Federal Employment*, and AF Form 797, *Job Qualification Standard*, are adopted for use by this publication.

WILLIAM D. DeHAES, Col, IA ANG
Commander

3 Attachments (Added):

4. Letter of Intent Example
5. Application/Resume Format for Under Shirt
6. AF Form 797 Job Qualification Standard Example

Attachment 4 (Added)**LETTER OF INTENT EXAMPLE**

IOWA AIR NATIONAL GUARD
 HEADQUARTERS 132D FIGHTER WING (ACC) (ANG)
 3100 McKinley Avenue
 Des Moines Iowa 50321-2799

(enter today's date)

MEMORANDUM FOR CCC

FROM: *(enter name of applicant)*

SUBJECT: Letter of Intent - Application for First Sergeant Position

1. In accordance with AFI 36-2113 and any applicable interim guidance, I hereby apply for the advertised first sergeant position existing in the *(enter squadron name)* squadron. I am applying for this position because

*In your own words, describe why you want to be a first sergeant. Use as much space as you need not to exceed one page. **Command Chief suggestions:** Your letter of intent is graded and part of your score. If you cannot communicate in your letter of intent, how can you communicate as a first sergeant, a representative of your commander? Make sure you use good grammar, spelling, sentence structure, etc. Get someone to proof it for you. How badly do you want the position?? Refer to AFH 33-337 Tongue and Quill for format. Common errors:*

- *Poorly worded*
- *Rank abbreviations wrong – see Tongue and Quill page 312*
- *Format wrong – see Tongue and Quill page 183-184*
- *No italics – what you see here is just a sample- follow Tongue and Quill*
- *Capitalization errors*
- *Punctuation errors*
- *Misspellings*
- *Rambling, etc*

*(enter applicant's name), (rank), Iowa ANG
 (applicant's job title)*

4 Attachments:

1. First Sergeant Application Eligibility Checklist (DSM Form 20)
2. vMPF Records Review Report
3. Physical Fitness Assessment
4. Military Resume

Attachment 5 (Added)**APPLICATION/RESUME FORMAT FOR UNDER SHIRT**

Requirements:

1. "OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612" (Optional Form 612)
2. Resume that includes, as a minimum, narrative answers to the following questions:
 - Why do you want to be an Under Shirt? What are your specific goals and objectives in applying for this additional duty?
 - The position of first sergeant/Under Shirt requires that the candidate possess and apply personnel management and relationship skills. What related skills and experience do you have in this area?
 - How are you prepared to balance normal AFSC taskings with the additional duties of an Under Shirt?
 - What professional military education, military training and civilian education do you possess related to personnel management?
 - First sergeants/Under Shirts are expected to support and partake in unit, community and family activities which contribute to mission accomplishment, unit morale, career progression and retention. How can you support these activities?
3. Concurrence of supervisor to perform this additional duty.

Attachment 6 (Added)

AF FORM 797 JOB QUALIFICATION STANDARD EXAMPLE

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
<input checked="" type="checkbox"/>		ORGANIZATIONAL CHART - Wing Level - Squadron Level - Functional Managers				
<input checked="" type="checkbox"/>		MISSION / VISION / VALUES - Iowa Command Philosophy - Wing Command Philosophy - Squadron Command Philosophy				
<input checked="" type="checkbox"/>		ROLES AND RESPONSIBILITIES OF THE UNDER SHIRT - AFI 36-2113 The First Sergeant - 132FW Sup 1 to AFI 36-2113				
<input type="checkbox"/>		UTA PREPARATION - Family Care Plans - READ Program - Urinalysis Program				
<input type="checkbox"/>		FAMILY CARE PLANS - AFI - Database				
<input type="checkbox"/>		READ PROGRAM				
<input type="checkbox"/>		URINALYSIS PROGRAM				
<input type="checkbox"/>		"DIAMOND CHECK" - Fitness Program - Base Legal - Promotions and Enlistments - Communication Channels - Awards and Decorations - Base Service (FRC, Chaplin)				
<input type="checkbox"/>		DEPLOYMENTS - Services (Billeting, MWR, etc) - Discipline - Medical - Chain of Command - Emergency Leave - Safety (On and Off Duty)				
<input type="checkbox"/>		FIRST SERGEANT ACADEMY - Preparation - Total Force Concept - Debrief (Trip Report)				
<input type="checkbox"/>		REQUIRED READING - Governing Directives on SharePoint				
<input type="checkbox"/>		DISCIPLINARY ACTIONS - Title 32 - Title 10				
TRAINEE NAME				CFETP/JQS NUMBER		PAGE NO.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
<input type="checkbox"/>		Rotation through SFS First Sgt				
<input type="checkbox"/>		Rotation through WING/OPS First Sgt				
<input type="checkbox"/>		Rotation through MDG First Sgt				
<input type="checkbox"/>		Rotation through MXS First Sgt				
<input type="checkbox"/>		Rotation through AMXS First Sgt				
<input type="checkbox"/>		Rotation through LRS First Sgt				
<input type="checkbox"/>		Rotation through MSG First Sgt				
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
TRAINEE NAME				CFETPUQS NUMBER		PAGE NO.