

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2113**

**1 MAY 1999**

**Personnel**

**THE FIRST SERGEANT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFI 36-2113, 1 August 1996.

Pages: 24  
Distribution: F

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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 a basis for change in numbers or type and kind of manpower requirements or authorization. It applies to all Air Force personnel. This instruction is applicable to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). However, selected chapters of this publication do not apply to the ANG units and members (Chapter 3, 4, 5, 6, 7, 8, 9, and 11). The OPR must approve any proposed supplements to this publication.

Process supplements to this instruction as shown in Air Force Instruction (AFI) 33-360, Volume 1, *Publications Management Program*, Table 3.3., Submitting Copies of Field Publications. **Records Disposition.** Maintain and dispose of all records created as a result of processes prescribed in this publication IAW AFMAN 37-139, *Records Disposition Schedule*. Refer to **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed.

## Chapter 1

### INTRODUCTION

**1.1. Role and Responsibilities of the First Sergeant.** The first sergeant's role in the Air Force is one that is time honored and rich in custom and tradition. First sergeants derive their authority from the unit commander. They exercise general supervision over assigned enlisted personnel and are the focal point within the unit for all matters concerning enlisted members. In today's rapidly deployable Air Force, the first sergeant is a critical link in providing the commander a mission-ready enlisted force to execute the unit mission. The first sergeant must prepare himself or herself and the enlisted members to deploy in support of mission requirements. Upon arrival at a deployment location, the first sergeant must render the necessary leadership to provide and sustain a mission-ready enlisted force for the commander. 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 support agencies are responsive to needs of unit personnel. Additionally, the first sergeant must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact troop readiness. First sergeants accomplish these responsibilities by working closely with their fellow senior noncommissioned officers (SNCO) and line supervisors. This requires the first sergeant to be credible, perceptive, the epitome of integrity, and to exemplify the core values of the United States Air Force at all times. They must have a high level of competency, energy, motivation, and communicate effectively. The first sergeant utilizes support agencies to enhance personnel readiness and provide personal assistance to unit members and their families. To maximize his or her effectiveness and minimize potential failures, the first sergeant must develop a seamless communication structure between the commander, unit members, and support agencies.

**1.2.** The first sergeant is responsible for providing sound advice to the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well being, career progression, recognition, and professional development of all assigned enlisted members. Furthermore, working with his or her fellow SNCOs and supervisors, the first sergeant ensures discipline is equitably maintained, and the goals of health, esprit de corps, discipline, mentoring, and welfare of the enlisted force are met. First sergeants must be proactive in the performance of his or her duties; demonstration of initiative, innovation, and strength of character are imperatives in this vocation.

**1.3.** In addition to responsibilities and obligations at the unit level, first sergeants must work closely with the command chief master sergeant (CCM - denotes duty title) to prepare the enlisted force to execute the wing and base missions. They must also participate in a variety of activities that support the total needs of the military community. The first sergeant is on call 24 hours a day and should expect long and irregular duty hours. Generally, they are contacted by many base agencies (e.g., security forces, Red Cross, hospital, command post, etc.) and must respond (with the supervisor when feasible) at any hour. Based on the cumulative and important responsibilities of the first sergeant, and the impact of this position on units and personnel, only the most dedicated professional senior NCOs should apply and be selected for this special duty identifier (SDI).

## Chapter 2

### RESPONSIBILITIES FOR MANAGING THE FIRST SERGEANT RESOURCE

**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 Career Field Manager.

- 2.1.1. Sets the overall policy and guidance for the management of the first sergeant career field.
- 2.1.2. Establishes eligibility and selection criteria for entry into the first sergeant career field.
- 2.1.3. Prepares written instructions relevant to the first sergeant career field. Coordinates and deconflicts publications (e.g., AFIs, Promotion Fitness Examination [PFE] Study Guide, AFPs).
- 2.1.4. Reviews and validates SDI manning entitlements and authorizations. Works with Air Staff and MAJCOM manpower offices to ensure Unit Manpower Documents (UMD) correctly reflect personnel requirements.
- 2.1.5. Is the authority for exception to policy prescribed by this AFI.
- 2.1.6. Is the advisor for First Sergeant Academy (FSA). Ensures career field initiatives are incorporated into FSA curriculum.
- 2.1.7. As the readiness functional manager.
  - 2.1.7.1. Develops wartime utilization policy.
  - 2.1.7.2. Validates Unit Type Code (UTC) utilization of first sergeants and warplan updates.
  - 2.1.7.3. Determines and publishes mobility training requirements.
- 2.1.8. Coordinates with HQ USAF/DPR for programming training requirements and programming resources to support the FSA.

#### **2.2. HQ AFPC Responsibilities.**

- 2.2.1. Airman Assignments Division (DPAAD) provides selections, schedules training, and assigns personnel
- 2.2.2. Enlisted Force Management Section (DPPAE) manages the USAF airman retraining program and publishes the USAF On-Line Retraining Advisory that reflects first sergeant retraining requirements.
- 2.2.3. Classification and Training Branch (DPAPC) maintains the first sergeant specialty description.
- 2.2.4. Readiness Division (DPWRC) levies mobility and contingency taskings to the MAJCOM.

#### **2.3. HQ AETC Responsibilities.**

- 2.3.1. HQ AETC/DPA establishes and maintains training program for FSA.

#### **2.4. MAJCOM Responsibilities.**

- 2.4.1. MAJCOM/CCC (CCC indicates the office symbol) reviews and recommends approval or disapproval of first sergeant retraining applications.

2.4.1.1. MAJCOM/CCC may recommend PCS versus home station assignment if it is in the best interest of the Air Force and member.

2.4.2. MAJCOM/DPAA reviews and processes first sergeant retraining applications and forwards to HQ AFPC/DPAAD.

2.4.3. MAJCOM/DPX levies mobility and contingency taskings.

## **2.5. Installation Responsibilities.**

2.5.1. Command Chief Master Sergeant.

2.5.1.1. As installation functional manager for first sergeants:

2.5.1.1.1. Is responsible for coordinating with unit commanders for initial and rotational assignments of first sergeants.

2.5.1.1.2. Reviews and validates UMDs.

2.5.1.1.3. Monitors mobility training.

2.5.1.1.4. Assigns first sergeants to contingency taskings.

2.5.1.1.5. Ensures first sergeants complete a trip report after all contingency taskings. Provides a copy of the trip report to the host CCM at the TDY location and a copy to the First Sergeant Career Field Manager, via the MAJCOM CCM.

2.5.1.2. Interviews, determines eligibility and suitability, and coordinates with the MPF to schedule a First Sergeant Selection Board.

2.5.1.3. Functions as a critical link between the first sergeants, wing commander, and base agencies on issues impacting the enlisted force.

2.5.1.4. Establishes a first sergeant council (not intended to be a private organization) to support the wing and installation missions, addresses enlisted issues and obstacles, and provides the commander advice on enlisted issues that could adversely impact the enlisted force. The host installation CCM is considered an integral part of the council. This instruction neither directs nor precludes the establishment of a private organization.

2.5.1.5. Schedules additional-duty first sergeants to attend USAF Additional Duty First Sergeant Symposium. Coordinates with USAF FSA to determine class availability.

2.5.2. Military Personnel Flight (MPF).

2.5.2.1. Coordinates with CCM to schedule First Sergeant Selection Board.

2.5.2.2. Processes retraining applications according to governing publications for individuals selected by the First Sergeant Selection Board.

## 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*, and AFMAN 36-2108, *Airman Classification*, and AFI 36-2626, *Airman Retraining Program*.

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

3.2.1. MSgt/E-7 (Members must have 3 years before High Year of Tenure [HYT]). MSgt selects may apply for retraining. However, they are unable to attend the FSA until they assume the grade of MSgt. SMSgts desiring to retrain into the first sergeant career field require an exception to policy processed through the First Sergeant Career Field Manager. SMSgt Policy exceptions will accompany the formal application to HQ AFPC/DPAAD

3.2.2. Ability to speak distinctly.

3.2.3. Have a minimum physical profile of PULHES 322221, must not have an Assignment Limitation Code (ALC) of "C."

3.2.4. Be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in the introduction of this instruction. Have exceptional leadership and managerial skills.

3.2.5. Be financially stable.

3.2.6. Must meet minimum weight and body-fat standards and overall image must exceed minimum standards.

3.2.7. Must have completed Command NCO Academy (NCOA) resident and Senior NCO Academy Correspondence Course. MAJCOM/CCC has final waiver authority.

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

3.3.1. Active duty members assigned additional-duty first sergeant responsibilities must be E-7 through E-9, and uphold the same professional profile required of a diamond-wearing first sergeant, and should meet the same criteria articulated elsewhere in this instruction. AFRC additional-duty first sergeants must be E-6 through E-9 and uphold the same professional profile and criteria required for diamond wearing first sergeants.

3.3.2. Additional-duty first sergeants should fully participate with wing or installation first sergeants in wing and installation functions, along with diamond-wearing first sergeants, and belong to the first sergeant council.

3.3.3. Should attend the FSA Additional-Duty First Sergeant Symposium as soon as practical after appointment. The additional-duty course schedule is managed by the USAF FSA. AFRC additional-duty first sergeants should attend the Additional-Duty First Sergeant Academy within one year after appointment.

## Chapter 4

### APPLICATION AND SELECTION PROCEDURES

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

4.1.1. The unit commander must interview and recommend member for first sergeant duty to the installation CCM. Host wing is the convening authority for first sergeant retraining applications and selection boards.

4.1.1.1. Personnel assigned overseas desiring to retrain into the first sergeant specialty can only apply for retraining within the time frame allowed based on his or her DEROS. Generally, applying for retraining from long tour locations is twelve months prior to DEROS. Interested personnel should check with the MPF Employment Element for exact submission date requirements.

4.1.2. CCM reviews applicant's records for eligibility and interviews the applicant for suitability. Applicant's family profile and support must be conducive to first sergeant duties. CCM determines if an applicant's total profile supports boarding the member. If CCM determines applicant is not suitable, member and submitting commander are notified of decision in writing.

4.1.2.1. SNCOs interested in applying for first sergeant duty will participate in a shadow program with an experienced first sergeant for at least 30 days or have served as an additional-duty first sergeant prior to formally applying for retraining.

4.1.3. CCM and MPF schedule applicant to meet the selection board. CCM organizes the selection board.

4.1.3.1. The selection board consists of a field-grade squadron commander, CCM, and two first sergeants with a minimum of one-year experience. Additional-duty first sergeants, including first sergeants with less than one-year experience, may also participate on the board as observers. In the most unusual cases, CCM may substitute the squadron commander or first sergeants with senior NCOs only if required members are not available. In these cases, a statement from the MPF chief explaining the circumstances of the board deviation must accompany the application.

4.1.3.2. The selection board reviews the applicant's personnel records, commander's recommendation letter, and any other background information submitted.

4.1.4. 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.

4.1.5. The selection board provides a recommendation to the wing or installation commander who has final approval or disapproval authority for submission of application to the MAJCOM.

4.1.6. The board results for approved packages are considered valid for 90-days. The host wing or installation CCM will validate, by separate endorsement, the results of packages exceeding the 90-day time frame.

4.1.7. Candidates disapproved for retraining may reapply when the basis for disapproval is resolved. Authority to reconvene a selection board rests with the MAJCOM CCM. Authority to reconvene a selection board may be delegated to the wing or installation CCM.

**4.2. Application Procedures.** Approved applicants report to the MPF Formal Training Section to initiate a retraining application according to AFI 36-2626 (applications are submitted to the applicant's MAJCOM). Within 5 work days of receipt of completed application, MPF Formal Training Section must process and forward the retraining application. Applicants may contact HQ AFPC/DPAAD-2, DSN 665-3783 to discuss retraining opportunities and procedures.

4.2.1. In addition to AFI 36-2626, *Airman Retraining Program* requirements, the MPF must forward one copy of the applicant's last five EPRs, a records review listing, and bases of preferences (if applicable).

**4.3. 8F000 Award.** Applicants are awarded DAFSC SDI 8F000 when they are gained to an 8F000 UMD position (PCS or PCA), after HQ AFPC/DPAAD2 approval of retraining. The CAFSC SDI 8F000 is awarded upon graduation from the FSA. The duty title "first sergeant" is not authorized unless the aforementioned criterion is met. Additional-duty first sergeants will not use the duty title "First Sergeant" in Block II, section 1 of the EPR.

4.3.1. The MPF will update the DAFSC, CAFSC, and place new first sergeants in assignment availability code (AAC) 45. The date of availability will be 2 years from date of graduation from the FSA.

**4.4. Secondary Utilization.** Individuals who previously held 8F000 SDI, and have not had the AFSC withdrawn for cause, may submit a request for secondary utilization through the host CCM. CCMs interview the individual and review their Unit Personnel Group (UPRG). Favorably approved CCM requests are sent to the MPF employment section and the parent MAJCOM/DPAA for coordination with MAJCOM/CCC. MAJCOMs will forward to HQ AFPC/DPAAG for final approval or disapproval.

#### **4.5. MAJCOM.**

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

4.5.2. MAJCOM/DP reviews and forwards approved application to HQ AFPC/DPAAD.

#### **4.6. HQ AFPC/DPAAD.**

4.6.1. Schedules applicant for FSA class start date.

4.6.2. Provides base of choice (BOC) assignment, however CONUS-to-CONUS BOC will normally only be approved if first sergeant manning at applicant's current base of assignment is at least 90 percent.

4.6.3. Provides assignment notification to member's MPF. Assignment decision will include any MAJCOM/CCC recommendation, BOC option and local utilization.

## Chapter 5

### TRAINING

**5.1. FSA Attendance.** Individuals selected for first sergeant duty must attend the USAF FSA within 90 days (CONUS retrainees) or 180 days (overseas retrainees) of application approval. Completion of the FSA is mandatory and cannot be waived. Individuals who fail to attend the FSA within the required 180 days will be removed from first sergeant duty, projected retraining, and returned to his or her previous AFSC. HQ AFPC/DPAAD schedules FSA class dates. First sergeants wear the first sergeant diamond upon graduation from the FSA. See Chapter 10 for ANG FSA attendance and [Chapter 11](#) for AFRC.

## Chapter 6

### FIRST SERGEANT TENURE

**6.1. Assignment Availability.** Upon graduation from the FSA and arrival at unit of assignment the MPF will place first sergeants in Assignment Limitation Code 45, with a date of availability (DOA) 24 months from his or her graduation date. First sergeants must serve a minimum of 3 years from FSA graduation in the career field.

## Chapter 7

### WITHDRAWAL PROCEDURES

**7.1. Criteria.** 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 career field is required.

**7.2. Substandard Duty Performance or Unacceptable Conduct or Behavior.**

7.2.1. If a first sergeant is considered to be unfit for duty, the unit commander, in coordination with the group and wing commander, will process the following withdrawal procedures.

7.2.2. The unit commander notifies the member in writing of the proposed withdrawal, with full justification for the action. The member is afforded 5 workdays to schedule a personal appearance, if desired, and to submit a statement or documents in his or her own behalf. The member may waive his or her right to rebut by endorsement to the notification letter.

7.2.3. The request for withdrawal letter, along with all information submitted by the member, is forwarded through the CCM to the wing or installation commander for consideration.

7.2.3.1. Member should be afforded the opportunity for a personal appearance with the wing or installation commander.

7.2.4. The wing or installation commander is responsible for initial approval or disapproval of withdrawal of the first sergeant (8F000) SDI and the wear of the diamond insignia. (Pending HQ AFPC action, the wing or installation commander may reassign the member, within the wing, to assume non-first sergeant duties.)

7.2.4.1. A written summary of the withdrawal of the first sergeant SDI is forwarded to the MPF.

7.2.4.2. The summary must include the member's rank, name, SSN, unit of assignment and justification for withdrawal. Additionally, recommendation for reassignment should be included.

7.2.5. The summary is forwarded to the MAJCOM/CCC and DP for review and forwarded to HQ AFPC/DPAAD for removal of the SDI and reassignment determination.

**7.3. Medical Disqualification.** Medical disqualification or withdrawal will be processed according to AFI 36-2101.

**7.4. Voluntary Withdrawal.** Members may apply for voluntary return to a previously awarded AFSC after having served in the first sergeant career field for a minimum of three years from the award of the 8F000 SDI. Voluntary withdrawal will not be used in-lieu of removal for substandard duty performance or unacceptable conduct or behavior.

7.4.1. The unit commander, CCM, and wing or installation commander recommending approval or disapproval will endorse requests and forward to the MAJCOM/CCC for his or her recommendation. The entire package is then forwarded to HQ AFPC/DPAAD.

7.4.2. If Air Force requirements do not permit return to a previously awarded AFSC, the member may apply for retraining into a valid requirement published on the On-Line Retraining Advisory.

7.4.3. HQ AFPC/DPAAD is the final approval or disapproval authority. Notification of determination will be provided and if approved, reassignment instructions will be included.

**7.5. Overseas.** Personnel serving overseas may not request release except in conjunction with his or her DEROS. Release applications from the overseas area should be submitted NLT 12 months prior to DEROS.

**7.6. Assignment Selection Date (ASD).** Personnel with an ASD are not eligible to apply for voluntary release from the first sergeant career field.

## Chapter 8

### HOUSING ACCOMMODATIONS

**8.1. Designation of Housing.** The wing or installation commander may, when mission requirements dictate, recommend the designation of all or specific first sergeant positions as mission essential for housing purposes. (AFI 32-6001, *Family Housing Management*).

**Chapter 9**  
**VICINITY TRAVEL**

**9.1. Authority.** The Joint Travel Regulation, Volume 1, paragraph M4500, authorizes vicinity travel.

## Chapter 10

### ANG PERSONNEL

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

**10.2. Minimum Qualifications.** Applicants must be in the grade of master sergeant or senior master sergeant. Technical sergeants may be selected 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 on or before the date of 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.”

10.2.1. Must be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in chapter 1 of this instruction. Have exceptional leadership and managerial skills.

10.2.2. Have the ability to speak distinctly

10.2.3. Have a minimum physical profile PULHES 322221

10.2.4. Must be financially stable.

10.2.5. Must meet minimum weight and body fat standards and overall image must exceed minimum standards.

10.2.6. Must have completed the NCO Academy Course in-residence or by correspondence prior to application.

10.2.7. Personnel must agree to serve a tenure of no less than 3 years after completion of the FSA.

**10.3. Additional Duty First Sergeants.** There are no additional-duty first sergeant positions authorized in the ANG.

#### **10.4. Application and Selection Procedures.**

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

10.4.2. 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.

10.4.3. The CCM and MPF will schedule applicant to meet the selection board. The board, as a minimum, will consist of the base CCM, one unit first sergeant, and a senior NCO of equal or higher grade than the applicant.

10.4.3.1. 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.

10.4.3.2. 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 NGR (AF) 35-11, *ANG Weight Management Program*, and professional military education.

10.4.3.3. The CCM will prioritize a list of potential first sergeants based on the selection board, and forward the list to the unit commander.

10.4.3.4. The applicant selected by the unit commander, from the prioritized list will be awarded DAFSC SDI 8F000 pending completion of the USAF FSA ANG course. Technical sergeants who are selected must be promoted on or before the date of assignment to the position. Overgrades are not authorized.

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

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

**10.5.1. Diploma.** The FSA awards AF Form 381, USAF FSA Diploma, to students who graduate from the resident USAF FSA ANG course.

**10.5.2. Device.** First sergeants wear the first sergeant device in accordance with ANGI 36-2903, *Dress and Appearance*, upon graduation from the FSA.

**10.6. Utilization of First Sergeants.** First sergeants must not be assigned duties other than those contained in their specialty description in AFMAN 36-2108, *Airman Classification*.

### **10.7. Withdrawal Procedures.**

**10.7.1. Criteria.** 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 career field is required.

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

10.7.2.1. If a first sergeant is considered to be unfit for duty, the unit commander, in coordination with the group and wing commander, will process the following withdrawal procedures.

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

10.7.2.3. The request for withdrawal letter, along with all information submitted by the member, is forwarded through the CCM to the wing or installation commander. The wing or installation commander is responsible for approval or disapproval of withdrawal of the first sergeant (8F000) SDI and the wear of the diamond insignia.

10.7.2.4. 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.

### **10.7.3. Voluntary Withdrawal**

10.7.3.1. Members may apply for voluntary return to a previously awarded AFSC after having served in the first sergeant career field for a minimum of three years from the award of the 8F000 SDI.

10.7.3.2. 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.

**10.8. CCM Responsibilities.** ANG wing or installation CCM responsibilities are outlined in [Chapter 2](#), paragraphs 2.5.1. – 2.5.1.4.

**10.9. MPF Responsibilities.** ANG MPF will utilize the instructions outlined in chapter 2, paragraph 2.5.2.

**10.10.** Chapters 1, 10, 12, 13, and 14 are applicable to ANG personnel.

## Chapter 11

### AFRC PERSONNEL

#### 11.1. Eligibility Criteria.

11.1.1. Only highly motivated personnel who clearly meet the minimum eligibility requirements should be considered for assignment as a first sergeant.

11.1.2. Technical sergeants may be selected if 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 AFRC FSA

11.1.2.1. As a condition of promotion the member must agree to attend the AFRC FSA within 12 months from the date of appointment. Failure to do so will result in immediate removal of the 8F000 SDI.

11.1.2.2. Applicants must complete command NCO Academy resident course or by correspondence prior to application.

#### 11.2. Application and Selection Procedures.

11.2.1. MPF ensures each first sergeant vacancy is advertised in all units and accepts applications for the position. To review and select the best-qualified candidate, the unit commander concerned convenes a First Sergeant Selection Board.

11.2.1.1. The selection board consists of CCM, one SNCO of equal or higher grade than the applicant, and one unit first sergeant. Board members should not be assigned to the same unit as the applicant.

11.2.1.2. The board interviews each applicant to evaluate applicant's motivation and qualifications and reviews the personnel records.

11.2.1.3. The board will disapprove any applicant who fails to meet AF and AFRC standards, or who does not project a proper military image, as defined by AFI 36-2903, *Dress and Personal Appearance of Military Personnel*.

11.2.2. Applicants approved by the unit commander will be placed in SDI 8F000.

**11.3. Training First Sergeants .** Selectees must attend the AFRC FSA not later than one year from the date of assignment. This requirement cannot be waived. If the member does not attend the academy within one year the member must be reassigned.

**11.4. Utilization of First Sergeants.** First sergeants should not be assigned duties other than those contained in the specialty description in AFI 36-2108, *Airman Classification*.

**Chapter 12****TRAINING AFRC FIRST SERGEANTS**

**12.1. AFRC.** AFRC first sergeant selectees must attend the AFRC First Sergeant Academy at the earliest possible date, but no later than one year from the date of assignment to the position. Successful completion of the FSA is mandatory. School application is according to AFI 36-8001, *Reserve Personnel Participation and Training Procedures*.

## Chapter 13

### THE FIRST SERGEANT DEVICE

#### 13.1. Active Duty and ANG.

13.1.1. Wear of the first sergeant device (diamond) is authorized upon graduation from the FSA. The device will be worn according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

13.1.2. Enlisted instructors of the FSA and the USAF Career Field Manager continue to wear the first sergeants device.

#### 13.2. AFRC.

13.2.1. Only those personnel (in the grades of E-7 through E-9) who were awarded the first sergeant SDI and successfully completed the FSA will wear the device. The device will be worn according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

**13.3. Device Removal.** The first sergeant chevrons will be removed when members have been removed, released, or withdrawn from the career field.

**13.4. Additional Duty First Sergeants.** Members assigned as additional duty first sergeants will not wear the device.

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

## Chapter 14

### UTILIZATION OF FIRST SERGEANTS

**14.1. Duties.** First sergeants must not be assigned duties other than those contained in the specialty description in AFMAN 36-2108. First sergeants are not assigned typical additional duties. The CCM, in his or her capacity as functional manager, assign first sergeants duties as necessary to accomplish the mission.

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

**14.3. 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.

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

MICHAEL E. RYAN, General, USAF  
Chief of Staff

**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*

AFMAN 36-2108, *Airman Classification*

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

NGR (AF) 35-11, *ANG Weight Management Program*

***Abbreviations and Acronyms***

**AAC**—Assignment availability code

**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

**CCC**—Office symbol for the command chief master sergeant

**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

**PFE**—Promotion fitness examination

**PRU**—Personnel readiness unit

**PULHES**—Physical profile serial

**SDI**—Special duty identifier

**SNCO**—Senior noncommissioned officer

**SSAN**—Social security account number

**TOS**—Time on station

**UMD**—Unit manning document

**UTC**—Unit type code

**Attachment 2****MOBILITY AND CONTINGENCY CHECKLIST****A2.1. Bare Base:**

## A2.1.1. Pre-departure.

A2.1.1.1. Obtain personnel deployment requirements (generally available after adjusting group or frag break).

A2.1.1.2. Determine tent city plans and tent numbering (coordinate with civil engineers [PRIME BEEF]).

A2.1.1.3. Work with PRIME RIBS to determine tent assignments.

A2.1.1.4. Coordinate with deploying CC to determine tent assignment grouping (i.e., work functions, shift workers).

A2.1.1.5. Determine air crew requirements.

A2.1.1.6. Determine staff and female tent requirements.

A2.1.1.7. Determine first sergeant tent requirements. (If resources allow, first sergeant(s) should establish separate tent for sleep and work area.)

A2.1.1.8. Coordinate with communications representative for first sergeant radio and telephone requirements.

A2.1.1.9. Coordinate with transportation representative for first sergeant vehicle requirement.

A2.1.1.10. Obtain list of departing personnel from Mobility Processing Unit (MPU).

A2.1.1.11. MPU or Personnel Readiness Unit (PRU) maintains Deployment Requirements Document (DRD).

A2.1.1.12. Determine key personnel.

A2.1.1.13. Coordinate with deploying functions for augmentee and detail requirements.

A2.1.1.14. PRIME RIBS: kitchen duty (number and frequency of augmentation requirements).

A2.1.1.15. Transportation: mobility bag detail (arrival and departure).

A2.1.1.16. PRIME BEEF: tent construction (set-up and break-down).

A2.1.1.17. Armory requirements: (Augmentees requirements are usually tasked to largest user, deploying security police are usually exempt.)

A2.1.1.18. Roads and grounds maintenance.

A2.1.1.19. Suggested supplies.

A2.1.1.20. Megaphone, Manual for Courts-Martial and Commander's Guide for Disciplinary Actions, and administrative supplies.

**A2.2. Employment:**

A2.2.1. Assign augmentation schedule and requirements.

- A2.2.2. Obtain radio call signs, STU III numbers, and telephone numbers.
- A2.2.3. Establish a lost and found.
- A2.2.4. Coordinate transportation and messing schedules.
- A2.2.5. Obtain tent assignment listing (suggest PERSCO update tent assignment data) and tent city map.
- A2.2.6. Establish airfield arrival requirements (first sergeant brief).
- A2.2.7. Establish clean-up schedule (roads and grounds augmentees).
- A2.2.8. Establish smoking areas and cigarette butt disposal requirements.
- A2.2.9. Establish trash collection points.

**A2.3. Main Operating Base (MOB).**

- A2.3.1. Coordinate with host billeting for room assignments (if applicable).
- A2.3.2. Confirm work area facilities.
- A2.3.3. Obtain maps (base, airfield, tent city, etc.)
- A2.3.4. Obtain phone numbers and radio frequencies and call signs.
- A2.3.5. Obtain operating hours for host base facilities (i.e., comm center, dining facilities, transportation, etc.)
- A2.3.6. Determine, task, and schedule augmentation requirements.