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SECRETARY OF THE AIR FORCE**

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Personnel

THE FIRST SERGEANT



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This Air Force (AF) instruction (AFI) provides guidance for management of first sergeants and implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. This AFI is applicable to Regular Air Force (RegAF), Air National Guard (ANG) and the Air Force Reserve (AFR). In collaboration with the Chief of Air Force Reserve and the Director of the Air National Guard, the Deputy Chief of Staff for Manpower, Personnel and Services develops policy for the Air Force First Sergeant Program. This publication may be supplemented at any level; all supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination and must be approved by the Human Resource Management Strategic Board prior to certification and approval in accordance with AFI 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. 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 the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include the responsibilities of the first sergeant position, functional manager position and command chief master sergeants (CCMs). Clarifications were made to the selection process, 4-year tenure, subsequent tours and return to career field for RegAF personnel. Air Reserve Component (ARC)-specific instructions have been integrated within the applicable subject chapters.

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Chapter 1

INTRODUCTION

1.1. Description of the First Sergeant.

1.1.1. The United States Air Force first sergeant is a key leader serving in a time-honored special duty position, rich in custom and tradition. First sergeants are a dedicated focal points for all readiness, health, morale, welfare and quality of life issues within their organizations. At home station and in expeditionary environments, their primary responsibility is to build and maintain a mission-ready force. The first sergeant works directly for and derives authority from the unit commander and serves a critical link for the commander within the unit. The first sergeant ensures the force understands the commander's policies, goals and objectives, and also ensures support agencies, i.e., security forces, civil engineer, medical facilities, services, etc., are responsive to the needs of all assigned unit personnel and their families. The position is critical to the execution of the unit mission. Although the first sergeant does not typically have a specific operational or technical expertise requirement, he or she thoroughly understands how decisions affect unit performance. The first sergeant primarily supports the mission through interaction, support and management of all unit-assigned personnel and their families.

1.1.2. First sergeants 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, as well as travel extensively to and from mission destinations. They remain vigilant and use the necessary authority to resolve issues that, left unchecked, would adversely impact readiness.

1.1.3. The first sergeant principally leads outside the operational chain of command. As such, first sergeants are mindful they seldom are the ranking senior noncommissioned officer (SNCO) in the unit, and balance communication with the organization's leaders while taking the lead in establishing effective communication with all members. Specifically, first sergeants communicate with unit leadership, supervisors and members to ensure equity is maintained and morale, welfare and health needs for the force are met.

1.1.4. The first sergeant is not a replacement for the chain of command. The first sergeant ensures unit leadership, to include superintendents and supervisors, are actively engaged in the interaction, support and management of Airmen and their families through inclusive involvement and communication.

1.2. Professionalism. First sergeants epitomize the highest qualities of Air Force SNCOs. These qualities require the first sergeant to always remain perceptive, credible and to exemplify the core values of the United States Air Force. First sergeants are proactive in the performance of their duties, demonstrating initiative, innovation and character. First sergeants maintain professional relationships with all members of the unit and avoid any perceived favoritism to an individual or portion of a unit to include both military and civilian members as outlined in AFI 36-2909, *Professional and Unprofessional Relationships*. First sergeants are cognizant of their actions, to include the mere appearance of impropriety, as it relates to their position, unit and the Air Force.

1.3. Relationships with Other Key Leaders.

1.3.1. Commander. The professional relationship between a first sergeant and commander is often unique and very close. The first sergeant serves as a key advisor to the commander on

matters relating to health, morale, welfare, safety, legal, personnel, administrative issues and a variety of other issues. Furthermore, the first sergeant is intimately familiar with the unit mission to ensure this advice is sound in relation to the operational environment. There are instances where the commander expects the first sergeant to act on his or her behalf, and there is a great amount of trust placed in the first sergeant by the commander.

1.3.2. Squadron Superintendent. The first sergeant works in concert with the superintendent to oversee the readiness, training, health, morale and quality of life of assigned personnel. The first sergeant and superintendent keep each other informed on matters that could affect an Airman's ability to execute the mission. Superintendents ensure the first sergeant understands the mission and operations of the unit and they work together to ensure the success of the unit.

1.3.3. Wing and Installation Command Chief Master Sergeants (CCM).

1.3.3.1. In addition to responsibilities and obligations at the unit level, first sergeants work closely with wing and installation CCMs to prepare the force to execute the wing and installation missions. Furthermore, there may be more than one CCM at a wing or installation and the first sergeant often works with all of them, especially the installation host wing CCM, even if he or she is not the first sergeant's wing CCM. In all instances, the first sergeant and CCMs are required to build a healthy professional relationship and work together to enhance the installation's missions according to AFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Leadership Management and Air Force Association Enlisted Council*.

1.3.3.2. First sergeants also participate in a variety of activities that support the total needs of the military community. Due to the first sergeant's role as a unit leader, commanders and CCMs ensure installation taskings, First Sergeant Council activities, as well as private organization (PO) involvement do not result in excessive time away from the unit.

1.3.4. Key Spouse. The first sergeant helps the commander establish and maintain a strong Key Spouse Program where applicable. The first sergeant interacts with the key spouse on a regular basis and serves as the liaison between the key spouse and unit leaders. Specific requirements with relation to the key spouse program are outlined in **Chapter 2**.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. United States Air Force (USAF) First Sergeant Special Duty Manager (SDM).

2.1.1. Qualification. A Chief Master Sergeant (CMSgt) having served honorably as a first sergeant for a minimum of four years and currently eligible to serve in the 8F000 Special Duty Identifier (SDI) in accordance with criteria outlined in the special duty catalogue (SPECAT).

2.1.2. Sets overall policy and guidance for the management of the first sergeant special duty. Works with ARC functional managers who serve as the authority for policy specific to their component.

2.1.3. Establishes eligibility and selection criteria for entry into the first sergeant special duty.

2.1.4. Reviews and validates SDI manning entitlements. Leads and works with Air Staff, Headquarters (HQ) Air Force Personnel Center (AFPC), Major Command (MAJCOM)/Direct Reporting Unit (DRU)/component functional managers and manpower offices to ensure Unit Manning Documents (UMD) correctly reflect first sergeant authorizations.

2.1.5. Coordinates with AFPC Air and Space Expeditionary Force (AEF) Operations and Readiness Division on first sergeant unit type codes and tasking policies.

2.1.6. Approves or disapproves exceptions to policy prescribed in this AFI, except where indicated for ARC-specific policy. **Note:** Defers ARC-specific exceptions to the appropriate component functional manager.

2.1.7. Establishes training requirements for the first sergeant special duty including initial training and continuous development. ARC functional managers establish training requirements unique to their specific components and identify these requirements to the USAF First Sergeant SDM. Advises the First Sergeant Academy (FSA) Commandant and ensures first sergeant special duty initiatives, duty requirements and ARC-unique training are incorporated into FSA curriculum.

2.1.8. Establishes criteria to appropriately manage first sergeants.

2.1.9. Works with RegAF MAJCOM/DRU functional managers to alleviate significant manning shortfalls and establishes policy within assignment guidelines to correct these shortages.

2.1.10. Establishes and maintains a RegAF 8F000 position priority list by grade and certifies annually.

2.1.11. Reviews and provides updates to the Air Force Enlisted Classification Directory (AFECD) and SPECAT.

2.1.12. Works with first sergeant MAJCOM Functional Managers (MFMs) concerning a member's release from and return to his or her career field.

2.1.12.1. Ensures MFMs are aware of all members approaching six years in the SDI.

2.1.12.2. Coordinates with Career Field Managers, on a case-by-case basis, on any first sergeants serving beyond six years.

2.1.13. Serves as the approval authority for RegAF requests to serve beyond four years in the 8F000 SDI.

2.1.14. Serves as the approval authority for RegAF applications for members currently serving in another SDI.

2.1.15. Identifies unique first sergeant positions requiring prior first sergeant experience and advises AFPC special duty career management section to ensure proper identification and advertisement.

2.1.16. Establishes and maintains an electronic collaborative forum and ensure pertinent documents and discussion areas are included.

2.1.17. Reviews all trip reports from MAJCOM functional managers and ensures reports are available to the field.

2.1.18. Establishes and reviews Enlisted Developmental Teams with coordination of first sergeant MFMs.

2.2. Air Force Personnel Center AEF Operations and Readiness Division (AFPC/DP2W).

2.2.1. Sources first sergeant Air and Space Expeditionary Forces (AEF) and Expeditionary Combat Support taskings.

2.2.2. Validates MAJCOM/DRU and component first sergeant functional manager posturing of first sergeants.

2.3. AFPC First Sergeant Special Duty Assignment Functional Area Manager (FAM).

2.3.1. The First Sergeant Special Duty Assignment FAM will have a minimum of two years of experience in the 8F000 SDI. **(T-1)**. The first sergeant special duty assignment FAM works with the personnelist (3FOX1) assigned to support the 8F000 SDI to process RegAF selections, schedule training, assign first sergeants, manage first sergeant tenure, and coordinate first sergeant returns to primary or other previously held Air Force specialty codes (AFSC). **Note:** The 8F000 first sergeant special duty assignment FAM is not a replacement for the 3FOX1 assigned to support the 8F000 SDI.

2.3.2. Maintains continuous assignment trend analysis on the special duty field. Alerts the USAF First Sergeant SDM of indicators that negatively affect first sergeant manpower, academy placement, recruiting and utilization.

2.3.3. Annually validates first sergeant sustainment. Provides the USAF First Sergeant SDM with recommendations to implement corrective policy during periods where manning is anticipated to drop below 95% across the Air Force and below 80% at a given installation.

2.3.4. Works with the USAF First Sergeant SDM as well as the AFPC Classification and Training Branch to maintain the first sergeant specialty description.

2.3.5. Processes applications and extensions received from the MAJCOM/DRU and ensures accuracy of qualifications. Coordinates with the assignment functional manager of the losing control Air Force specialty code (CAFSC) for new applicants or primary Air Force specialty code (PAFSC) for extensions to gain release of the member for the requested time period. Notifies the applicant and MAJCOM or DRU of the final disposition of the application and, if not released identifies specific reasons why.

2.3.6. Manages FSA class assignments for new applicants and notifies the member as well as MAJCOM/DRU functional managers with specific class assignments.

2.3.7. Reviews applicant's records to ensure no reenlistment bonus was received under the current enlistment. In cases where a member has completed at least half of the enlistment for a received the bonus, AFPC Special Duty Career Management (AFPC/DP2OSS) coordinates a waiver for release.

2.3.8. Establishes the appropriate assignment availability codes (AACs) to include the stabilized tour code for continental United States (CONUS) assignments for members graduating the FSA. Updates the CAFSC upon graduation from the FSA, effective the date of graduation.

2.3.9. Manages the assignment process for all new and experienced first sergeants in accordance with current Air Force assignment guidelines.

2.3.10. Identifies all first sergeants that complete 72 months in the specialty and vector them for assignment back to their primary or secondary AFSC. If a member cannot be vectored in this manner, AFPC/DP2OSS identifies these members for retraining into another career field, or coordinates potential continuation based on AF needs with the USAF First Sergeant SDM.

2.3.11. Coordinates all requests to serve beyond 72 months in the first sergeant special duty with the USAF First Sergeant SDM.

2.3.12. Coordinates exceptions to policy with the USAF First Sergeant SDM and ensures all documentation is complete prior to coordination.

2.3.13. Provides manpower projections to the USAF First Sergeant SDM on a routine basis to ensure awareness of trends and sustainability.

2.3.14. Analyzes projected vacancies for experience requirements.

2.3.15. Manages advertisement of unique first sergeant positions.

2.3.16. Adheres to manpower position prioritization guide established by the USAF First Sergeant SDM.

2.3.17. Works with MAJCOM/DRU functional managers concerning manning and distribution of first sergeants within their respective commands. Analyzes, advises and recommends opportunities for improvement during manning shortfalls.

2.4. Air Force Executive Talent Management Office-The Chief's Group.

2.4.1. Manages RegAF CMSgt first sergeant assignments and tenure and coordinates their return back to their PAFSCs, a previously held AFSC or for a crossflow assignment.

2.4.2. Identifies surplus CMSgt first sergeants and considers vectoring surplus CMSgt first sergeants back to their PAFSC or a previously held AFSC prior to an assignment cycle.

2.4.3. Manages the nomination processes for the USAF First Sergeant SDM and First Sergeant Academy Commandant.

2.4.4. Manages the assignment and commander involvement program for all remaining CMSgt first sergeant positions.

2.4.5. Identifies CMSgts with first sergeant experience when necessary to fill requirements.

2.5. Headquarters Air Education and Training Command, Manpower and Personnel.

- 2.5.1. Establishes and maintains the training program for the FSA.
- 2.5.2. Coordinates with USAF Manpower, Personnel, and Services Policy Division for programming training requirements and resources to support the FSA and manages Education & Training Course Announcements.

2.6. USAF First Sergeant Academy Commandant.

- 2.6.1. Qualification. Must be a graduated CCM, have served honorably as a first sergeant for a minimum of four years and currently eligible to serve in the 8F000 SDI in accordance with criteria outlined in **Chapter 3** of this instruction. **(T-1)**. Members from RegAF, AFR, and ANG are considered for this position.
- 2.6.2. Ensures the FSA leadership team (Commandant, Director of Operations and Director of Education) is a representation of total force integration.
- 2.6.3. Familiar with the first sergeant special duty for all Air Force components.
- 2.6.4. Responsible for daily FSA operations.
- 2.6.5. Ensures curriculum requirements set by the USAF First Sergeant SDM are incorporated into FSA courses to include the Additional Duty First Sergeant Symposium.
- 2.6.6. Responsible for the institutional integrity and accreditation of associated courses assigned to the FSA in accordance with Air Education and Training Command, Air University and Community College of Air Force guidance and instruction.
- 2.6.7. Responsible for all personnel assigned at the FSA, to include supervising, mentoring and immediate rater performance reporting; additional raters for ARC performance reports are vectored to associated component for close-out.
- 2.6.8. Responsible for maintaining academically and technically qualified directors, curriculum developers, instructors and adjunct corps.
- 2.6.9. Ensures FSA programs are effectively managed, adjusted and evaluated, utilizing the instructional system design process to meet the needs of all components as identified by the USAF First Sergeant SDM and the ARC functional managers through a utilization and training workshop or other interim policy change.
- 2.6.10. Reviews and approves medical profile exception requests upon recommendation from the MAJCOM/DRU and component functional manager.
- 2.6.11. Works with functional managers to resolve scheduling conflicts.
- 2.6.12. Reviews all cases of academic deficiencies, disciplinary infractions and standards violations.
- 2.6.13. Final authority for student dismissal or release.
- 2.6.14. Hires FSA instructors and coordinates on ARC instructor hiring.
- 2.6.15. Fosters the career development of all assigned instructors.

2.6.16. Provides an annual class schedule to AFPC/DP2OSS, National Guard Bureau (NGB) and AFRC Manpower, Personnel, and Services directorates, and MAJCOM/DRU and component functional managers.

2.7. RegAF MAJCOM/DRU Command Chief Master Sergeant.

2.7.1. Responsible for the enlisted corps across the command and serves as the rater for the Command First Sergeant.

2.7.2. Provides strategic development to respective Command First Sergeant.

2.8. RegAF MAJCOM/DRU Command First Sergeant.

2.8.1. Qualification. A CMSgt having served as a first sergeant for a minimum of four years with an option for exception to policy (ETP) approved by SDM and currently eligible to serve in the 8F000 SDI in accordance with criteria outlined in **Chapter 3** of this instruction. The MAJCOM/DRU command first sergeant serves as the advisor to the MAJCOM/DRU CCM and commander.

2.8.2. Functional management duties.

2.8.2.1. Thoroughly familiar with the first sergeant special duty.

2.8.2.2. Works closely with wing CCMs on all matters concerning manning and utilization of first sergeants and 8F000 authorizations within the command.

2.8.2.3. Reviews and validates first sergeant applications and extensions, ensuring the accuracy of the application and qualifications of the member, while not imposing more restrictive standards than outlined in this instruction.

2.8.2.4. Reviews and validates MAJCOM/DRU authorization and proper utilization annually. Works with the USAF First Sergeant SDM and AFPC/DP2OSS to ensure first sergeant manpower positions correctly reflect requirements.

2.8.2.5. Reviews and validates AEF blocks semiannually.

2.8.2.5.1. Coordinates with respective MAJCOM concerning mobility and contingency taskings.

2.8.2.5.2. Works with AFPC/DP2W to resolve shortfalls within respective MAJCOM.
Note: ANG see **paragraph 2.10.10** and AFR see **paragraph 2.11.10**.

2.8.2.6. Notifies AFPC/DP2OSS of anticipated or existing first sergeant surpluses in their command.

2.8.2.7. Conducts trend analysis on manning and projected vacancies.

2.8.2.8. Coordinates on all policy changes or exceptions concerning first sergeants or first sergeant authorizations within respective MAJCOM/DRU.

2.8.2.9. Monitors manning levels for all command-assigned billets.

2.8.2.9.1. Prioritizes all positions within the command and coordinates the MAJCOM/DRU prioritization list with the USAF First Sergeant SDM.

2.8.2.9.2. Distributes AFPC/DP2OSS-assigned allocations in accordance with the MAJCOM priority list.

2.8.2.10. Coordinates on all inter-command Permanent Change of Assignment (PCA) actions.

2.9. RegAF MAJCOM/DRU Headquarters First Sergeant.

2.9.1. Key Developmental Position.

2.9.2. Rated by the section or equivalent G-series order commander as defined by AFI 38-101, *Manpower and Organization*.

2.9.3. Keeps the command first sergeant aware of all personnel-related issues.

2.9.4. Serves as the first sergeant to all personnel assigned to the headquarters as outlined in **paragraph 2.13**.

2.9.5. Thoroughly familiar with the mission(s) and organization of the MAJCOM/DRU to include the ARC.

2.10. ANG Component Functional Manager.

2.10.1. Holds the rank of CMSgt.

2.10.1.1. To apply, be currently serving as a CMSgt or a Senior Master Sergeant (SMSgt) promotable to CMSgt in accordance with AFI 36-2502, *Airmen Promotion/Demotion Programs*.

2.10.1.2. Served honorably as a first sergeant for a minimum of four years, with an option for ETP approved by the appropriate ANG CCM, and currently eligible to serve in the 8F000 SDI in accordance with criteria outlined in **Chapter 3** of this instruction.

2.10.2. Thoroughly familiar with:

2.10.2.1. Mission(s) and organization of the ANG with respect to federal as well as states, territories and District of Columbia missions.

2.10.2.2. RegAF and Reserve units in association with a total force integration structure.

2.10.2.3. The first sergeant special duty for all three Air Force components.

2.10.3. Assigned under the office of and works closely with the ANG CCM on all matters concerning the manning, utilization and training of first sergeants and 8F000 authorizations within the ANG.

2.10.4. Reviews and validates ANG authorization and proper utilization annually.

2.10.5. Ensures only the most capable, qualified and experienced ANG first sergeants are referred to the FSA Commandant for consideration towards any hiring action.

2.10.6. Works closely with the USAF First Sergeant SDM concerning policy and training.

2.10.7. Responsible for policy specific to ANG first sergeants and ensures updates to this instruction are forwarded to the OPR.

2.10.8. Authorizes exceptions to policy concerning ANG component specific policy in this instruction. **Note:** ETPs applicable to all components remains with the USAF First Sergeant SDM.

2.10.9. Serves as the ANG focal point and advisor to the FSA. Provides oversight of FSA courses impacting ANG first sergeant training and development, recommending and directing changes to maintain validity.

2.10.10. Coordinates all mobility and contingency taskings for ANG first sergeants, to include standalone lines, exercises and shortfalls. Works with AFPC/DP2W to resolve deployment shortfalls.

2.10.11. Conducts trend analysis on manning and projected vacancies.

2.11. AFR Component Functional Manager.

2.11.1. Qualifications. Holds the rank of CMSgt.

2.11.1.1. To apply, be currently serving as a CMSgt or a SMSgt immediately promotable to CMSgt.

2.11.1.2. Served honorably as a first sergeant for a minimum of four years, with an option for ETP approved by the ARC/CCM, and currently eligible to serve in the 8F000 SDI in accordance with criteria outlined in **Chapter 3** of this instruction.

2.11.2. Thoroughly familiar with:

2.11.2.1. Mission(s) and organization of AFR.

2.11.2.2. RegAF and/or ANG units gained to or involved in association as total force integration.

2.11.2.3. The first sergeant special duty for all three Air Force components.

2.11.3. Assigned under the office of and works closely with the AFR CCM on all matters concerning the manning, utilization and training of first sergeants and 8F000 authorizations within the command.

2.11.4. Reviews and validates AFR authorization and proper utilization annually.

2.11.5. Ensures only the most capable, qualified and experienced AFR first sergeants are referred to the FSA Commandant for consideration towards any hiring action.

2.11.6. Works closely with the USAF First Sergeant SDM concerning policy and training.

2.11.7. Responsible for policy concerning AFR first sergeants.

2.11.7.1. Ensure updates to this instruction are forwarded to the OPR.

2.11.7.2. Authorizes exceptions to policy concerning AFR component specific policy in this instruction. **Note:** ETPs applicable to all components remains with the USAF First Sergeant SDM.

2.11.8. Serves as the AFR focal point and advisor to the FSA. Provides oversight of FSA courses impacting AFR first sergeant training and development, recommending and directing changes to maintain validity.

2.11.9. Coordinates all mobility and contingency taskings for AFR first sergeants. Works with the AFR Force Generation Cell and AEF Center to resolve deployment shortfalls.

2.11.10. Conducts trend analysis on manning and projected vacancies.

2.12. Host Wing Command Chief Master Sergeant (CCM).

- 2.12.1. Serves as installation functional manager for all first sergeants assigned to the installation and geographically separated units (GSU) supported by the installation.
- 2.12.2. May appoint the senior 8F000 first sergeant and/or first sergeant council chair to assist with first sergeant functional management.
- 2.12.3. Works with commanders, superintendents and mission partner CCMs to deliberately develop first sergeants to include mission partner and ARC units.
- 2.12.4. Provides individual mentorship to all assigned first sergeants regarding professional development.
- 2.12.5. Discusses extension opportunities with all first sergeants no later than (NLT) 15 months prior to the expiration of their SDI.
- 2.12.6. Works with mission partner command CCMs to provide individual mentorship and address extension opportunities within their assigned commands.

Note: ARC CCMs serve as the first sergeant functional manager for their specific component even if they are a mission partner wing on an installation. State CCMs or senior enlisted leaders exercise general supervision over the first sergeant program and serve as functional managers for GSUs within their states, territories or district.

- 2.12.7. Responsible for coordinating with unit commanders for initial and rotational assignments for first sergeants.
 - 2.12.7.1. Manages RegAF and ARC first sergeant rotations with discretion and unit commander's recommendation, unless serving in a specific unit controlled tour.
 - 2.12.7.2. Ensures SMSgt first sergeants are utilized in valid E-8 billets.
- 2.12.8. Coordinates with mission partner CCMs on first sergeant assignments.
 - 2.12.8.1. Works with mission partner wing CCMs concerning all first sergeants assigned to their respective wing or assigned to a GSU. Reference AFI 36-2109 for additional information.
 - 2.12.8.2. Mission partner ARC wing CCMs identify surpluses or shortfalls to the parent MAJCOM and host wing CCM.
- 2.12.9. Coordinates with MAJCOM/DRU MFM concerning inter-command PCA moves.
- 2.12.10. Reviews and validates UMD monthly; ARC CCMs review and validate quarterly.
- 2.12.11. Tracks manning, deployment, tenure and assignment data for all first sergeants.
- 2.12.12. Ensures first sergeants are loaded against an AEF indicator that matches the posturing of their assigned unit or are postured as an institutional force. 8F000 AEF posturing is reflected in AEF Reporting Tool and/or Military Personnel Data System.
- 2.12.13. Coordinates deployment issues with the respective MAJCOM/DRU or ARC functional manager.

2.12.14. Notifies parent MAJCOM/DRU or ARC functional manager of anticipated or existing first sergeant surpluses or significant shortfalls on the base.

2.12.15. Ensures a First Sergeant Council is convened in accordance with **Chapter 8** of this instruction. Attends First Sergeant Council meetings and works with mission partner CCMs to ensure the council is effective in meeting the needs of the installation.

2.12.16. Ensures the First Sergeant Council identifies, develops and documents all required training as listed in **Chapter 8**.

2.12.17. Works with first sergeant's PAFSC MAJCOM functional managers 12 months prior to SDI expiration and assignment consideration.

2.12.17.1. Discusses local assignment availability once the SDI expires.

2.12.17.2. Ensures the first sergeant works with Career Field Managers regarding current certifications and training in efforts to better prepare the first sergeant's return to their PAFSC. **Note:** Not applicable to ARC.

2.12.18. Ensures installation first sergeants complete required trip reports and submit them to installation CCMs. Trip reports must be sent to their respective MAJCOM/DRU command first sergeant and then to the USAF First Sergeant SDM. **(T-2)**.

2.12.19. Personally interview SNCOs to establish viable candidates for first sergeant duties within their specific wing. **Note:** Mission partner wing CCMs interview their respective candidates.

2.12.19.1. Determines eligibility in accordance with **Chapter 3**.

2.12.19.2. Ensures the application process is completed in accordance with **Chapter 4**.

2.12.20. Schedules additional duty first sergeants serving more than 30 duty days to attend an Additional Duty First Sergeant Symposium.

Note: ARC additional duty first sergeants must attend if serving more than 120 duty days.

2.12.21. Maintains an effective first sergeant shadow program.

2.12.21.1. An effective shadow program for first sergeant nominees is a minimum of 30 duty days with multiple first sergeants of different experience levels to provide as much exposure as possible.

2.12.21.2. Shadow report cards are submitted to MAJCOM/DRU Command First Sergeants.

2.13. First Sergeant.

2.13.1. Exemplifies and is thoroughly familiar with military standards outlined in AFI 1-1, *Air Force Standards*; Air Force Handbook (AFH) 36-2618, *The Enlisted Force Structure*; and the Air Force Core Values.

2.13.2. Works directly for the unit commander, no lower than the squadron level.

2.13.2.1. First sergeants assigned at a group or other higher level are rated by that level commander, but work for each squadron commander under their responsibility and adapt to the needs of each commander.

- 2.13.2.2. When assigned to a unit with multiple first sergeants, works for the squadron commander and focuses on the specific area of responsibility assigned by the commander.
- 2.13.3. Familiar with the unit(s), mission(s) and operations.
- 2.13.4. Strive to know all personnel within their assigned unit and stay attuned to their needs.
- 2.13.4.1. Helps personnel adapt to the military environment and adjust to the organization and duty assignments.
- 2.13.4.2. Remains vigilant for and moves to resolve issues that, if left unchecked, would adversely impact readiness.
- 2.13.4.3. Monitors unit sponsorship programs and conducts in-briefing for newly assigned personnel.
- 2.13.5. RegAF first sergeants are available to respond 24 hours a day, 7 days a week and designate a trained and commander approved additional duty first sergeant during absences. **Note:** Traditional ARC first sergeants develop and coordinate a response plan with full-time unit personnel during periods when not in a duty status.
- 2.13.6. Serves as a key advisor to the commander on all matters concerning assigned personnel and advises the commander on subjects the commander deems appropriate.
- 2.13.6.1. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call).
- 2.13.6.2. Attends staff meetings.
- 2.13.7. Is available for personnel to seek counseling, mentoring and advice.
- 2.13.8. Is not assigned additional duties. Temporary assignment of additional duties may be accomplished to avert mission failure.
- 2.13.9. Operates outside the operational chain of command and does not assume rater or additional rater responsibilities. **Exception:** When there is absolutely no other available rater.
- 2.13.10. Where applicable, has a regular presence in the dormitory and/or single first term Airmen community housing.
- 2.13.10.1. Conducts morale visits, room inspections and is attuned to quality of life needs of dorm occupants.
- 2.13.10.2. Works with dormitory and housing management to ensure a quality and orderly environment.
- 2.13.10.3. Addresses housing concerns, ensures personnel are expeditiously housed, and resolves housing issues or conditions that may negatively impact readiness.
- 2.13.10.4. Participates in the Quarters Improvement Committee. **Note:** Committee guidance owned by individual wing CCMs.
- 2.13.11. Understands civilian personnel policy and labor laws if civilian employees are assigned to the unit.
- 2.13.12. Participates in First Sergeant Council activities. Exceptions are for when mission related needs of the unit take precedence. **Note:** This does not include activities of any PO.

2.13.13. Performs quality reviews on awards, decorations, promotions, reenlistments, classifications, performance reports, quality control and disciplinary actions as directed by the commander.

2.13.14. Advises commanders on disciplinary issues and ensures proper administration of judicial, non-judicial and administrative actions for the unit. This includes working closely with law enforcement and the legal office.

2.13.15. Engages in a personal fitness routine and maintains fitness standards in accordance with AFI 36-2905, *Fitness Program*.

2.13.16. Maintains personal readiness and works closely with the UDM to ensure all unit members are prepared to deploy. At deployed locations, the first sergeant must render the necessary leadership to provide and sustain a mission-ready force for the commander.

2.13.17. Engages with installation support agencies and serves as a liaison for the commander and unit members. Quickly becomes familiar with all support agencies upon arrival according to [Attachment 2](#) and strives to understand local administrative, personnel, services and legal policies.

2.13.18. Develops a professional relationship and works with unit superintendents on matters concerning the welfare and readiness of the unit.

2.13.18.1. Works with SNCOs and supervisors to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring and welfare needs of the force are met.

2.13.18.2. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level.

2.13.18.3. Coordinates the resolution of complex problems with the supervisor, member, commander and appropriate base agencies.

2.13.18.4. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony and safety.

2.13.18.5. Supports and promotes professional military education activities.

2.13.18.6. Corrects conduct prejudicial to good order and discipline.

2.13.19. Active and visible part of the leadership team.

2.13.20. Develops a continuity program to ensure those fulfilling the duties of the unit first sergeant are successful. When turning over responsibility to a replacement first sergeant provides, at a minimum:

2.13.20.1. Adequate insight.

2.13.20.2. Complete unit roster.

2.13.20.3. Organizational chart overview.

2.13.20.4. Mission brief.

2.13.20.5. Contact information for base agencies and respective leadership.

- 2.13.20.6. Details on current projects, programs and unit issues.
- 2.13.21. Provides recommendations to the commander and enlisted leadership on noncommissioned officers and SNCOs who demonstrate the ability to serve as a USAF first sergeant.
- 2.13.22. Communicates with the First Sergeant Council for advice during critical moments or unique situations, especially for situations a first sergeant has not experienced. **Note:** Other resources include but are not limited to, CCM, MFM and FSA staff.
- 2.13.23. Works with the unit(s) key spouse(s) where applicable and strives to ensure the commander's program is successful.
- 2.13.23.1. Serves as the liaison between the key spouse and unit and supports the key spouse's efforts to enhance unit readiness.
 - 2.13.23.2. Serves as the primary point of contact and link between the commander and key spouse.
 - 2.13.23.3. Assists with recruiting and selecting key spouses.
 - 2.13.23.4. Meets with key spouses regularly.
 - 2.13.23.5. Assists key spouse with administrative and logistical support and provides access to updated rosters.
- 2.13.24. Is available for needs of family members.
- 2.13.25. Works with peers to ensure clear roles and lines of responsibility are defined in a unit with multiple first sergeants to ensure their efforts are complementary.
- 2.13.26. Exercise Comprehensive Airman Fitness principles in accordance with AFI 90-5001, *Integrated Resilience*.
- 2.13.27. Meets with CCM 15-months prior to tenure concerning transition back to primary career field. Works with Career Field Managers regarding current certifications and training in career field.

Chapter 3

ELIGIBILITY CRITERIA

3.1. Criteria. Basic duties, responsibilities and qualifications for the first sergeant specialty are directed by these publications: AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*; AFH 36-2618, *The Enlisted Force Structure Handbook*; Air National Guard Instruction (ANGI) 36-101, *The Active Guard/ Reserve (AGR) Program*; AFI 36-2502; and Chief National Guard Bureau Instruction (CNGBI) 1400.25, Volume 303, *National Guard Title 32 Dual Status Military Technician Compatibility Program* and the *Air Force Enlisted Classification Directory (AFECD)*.

3.2. Minimum Qualifications. Reference current SPECAT eligibility requirements.

3.3. Maintaining Qualifications. Members who have completed training and are currently serving as a first sergeant meet the qualifications in SPECAT.

3.3.1. Additionally, eligible candidates have:

3.3.1.1. No overall enlisted performance report (EPR) rating of less than “Exceeded Some” expectations.

3.3.1.2. No referral EPR.

3.3.1.3. No more than one unsatisfactory physical fitness assessment while serving in the 8F000 SDI.

3.3.2. Failure to maintain these qualifications require mandatory quality force review by MFM/CCF and First Sergeant SDM and possible withdrawal from the 8F000 SDI.

Chapter 4

INITIAL APPLICATION AND SELECTION PROCEDURES

4.1. Regular Air Force (RegAF) nomination process.

- 4.1.1. Nominees are identified through the First Sergeant volunteer and nomination process.
- 4.1.2. All master sergeants (MSgt) who meet the eligibility criteria for the 8F000 SDI should be considered. Only top performing MSgts should be nominated.
- 4.1.3. Nominees vectored for first sergeant duty meet the criteria in the current first sergeant personnel services delivery guide, SPECAT and are deemed the right fit by unit leadership.
- 4.1.4. Unit commander and first sergeant.
 - 4.1.4.1. Commanders and first sergeants interview their top performing MSgts for first sergeant duties. **Note:** First sergeants, at a minimum, conduct required interviews.
 - 4.1.4.2. First sergeants forward recommendations to the unit commander and wing CCM.
- 4.1.5. Wing CCMs.
 - 4.1.5.1. Vets nominees vectored by the unit commander.
 - 4.1.5.2. Interviews nominees and provide recommendations on maturity and character.
 - 4.1.5.3. Ensures nominees demonstrated leadership ability during previous assignments and demonstrates capability to perform in positions of increased responsibility.
 - 4.1.5.4. Forwards recommendation to the MAJCOM MFM/CCF for inclusion in the first sergeant nomination process.
- 4.1.6. Air Force Personnel Center.
 - 4.1.6.1. The AFPC First Sergeant Assignment FAM works with the USAF First Sergeant SDM to establish identification criteria and timelines for selection and assignment.
 - 4.1.6.2. Nominees selected are required to complete the formal application and screening process prior to final selection and approval as a first sergeant.
 - 4.1.6.3. The formal application has the unit commander's verification stating, "To my knowledge, Airman is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action (i.e. Unfavorable Information File, Letter of Reprimand, Control Roster). I have reviewed the Airman's records, and they do not reflect any information, which in my judgment would preclude selection of the Airman for this position."
- 4.1.7. Nominees shadow multiple first sergeants for at least 30 duty days prior to attending the FSA.

4.2. Air Force Reserve nomination process.

- 4.2.1. Wing CCMs, at a minimum, conduct an annual Developmental Team panel, in coordination with the associated First Sergeant Council, to identify individuals meeting the criteria outlined in this instruction for the first sergeant special duty.

4.2.2. Members recommended for the first sergeant special duty are required to complete the formal application and screening process prior to final selection and approval as a first sergeant.

4.3. Regular Air Force (RegAF) Application Process. Nominees selected as candidates for first sergeant duties by AFPC complete the formal application as outlined below and referenced in current SPECAT.

4.3.1. First sergeant nominees complete the special duty application form provided by AFPC/DPAA2. Provide personal information and submit it to their unit first sergeant, along with all required documents, prior to being submitted to the unit commander. The application is due to AFPC/DPAA2 within 30 calendar days of identification as a first sergeant candidate.

4.3.2. Unit commanders sign the first sergeant application recertifying the candidate still meets the requirements outlined in the SPECAT and mandatory statement. **Note:** Include specific justification when recommending disapproval.

4.3.3. Wing CCMs interview candidates. The interview should be of appropriate length and depth to assess candidate's understanding of responsibilities, qualifications, motivation, professional appearance, attitude and potential to successfully assume first sergeant duties.

4.3.3.1. Wing CCMs review the candidate's records for eligibility and interviews candidate for fitness to serve as a first sergeant.

4.3.3.2. Wing CCMs discuss the time demands with the application and if a candidate requires a family care plan in accordance with Department of Defense Instruction (DoDI) 1342.19_AFI 36-2908, *Family Care Plans*, the effects on their plan and family care arrangements.

4.3.3.3. Wing CCMs determine if a candidate's complete mental, emotional, fitness and personal profile meets the requirements to be selected as a first sergeant.

4.3.3.4. Wing CCMs advise the nominees that upon selection, they may be assigned to any first sergeant position they are qualified for and discuss the initial tenure along with the intent for the member to return to their PAFSC at the completion of the tenure. The possibilities of extending as a first sergeant should also be discussed, but emphasize extensions are not granted for the majority of SNCOs serving as first sergeants.

4.3.4. Wing CCMs provide a recommendation on the application following the interview.

4.3.4.1. If the wing CCM determines the candidate is not fit for first sergeant duty, the CCM personally discusses the specific reason for denial with the candidate and notifies the candidate and unit commander of the decision in writing.

4.3.4.2. If the wing CCM recommends a nominee for first sergeant duty, the wing CCM forwards the electronic application to the wing commander for endorsement.

4.3.4.3. Once signed, the application is electronically submitted to the respective MAJCOM/DRU command first sergeant.

4.3.5. The MAJCOM/DRU command first sergeant reviews the accuracy of the application, and provides the final approval concerning the qualification of the nominee to serve as a first sergeant.

4.3.5.1. Disapprovals are provided in writing explaining the reasons for denial and opportunities for improvement.

4.3.5.2. If approved, the application is forwarded to AFPC/DPAA2 for action.

4.3.6. AFPC/DPAA2 coordinates AFSC release with nominees' CAFSC Functional Area Manager.

4.3.6.1. Notifies nominees identified for 8F000 duty.

4.3.6.2. Notifies nominees, wing CCMs, MAJCOM/DRU first sergeant functional managers and the USAF First Sergeant SDM with specifics if a nominee was not released.

4.3.6.2.1. Nominees receiving a bonus for the current enlistment are not eligible to enter the 8F000 SDI unless at least half of the enlistment has been served or the bonus is repaid.

4.3.6.2.2. Nominees' may seek a waiver for release in accordance with AFI 36-2606, *Reenlistment in the United States Air Force*, and some recoupment of previous bonuses may occur.

4.3.7. AFPC/DPAA2 schedules nominees for the next available FSA class and assignment in line with the needs of the Air Force and applicant's availability.

4.3.7.1. Nominees are normally identified for 8F000 duty via an assignment notification during a normal assignment cycle.

4.3.7.2. AFPC/DPAA2 works with MAJCOMs to fill local vacancies identified by wing CCMs outside the normal assignment cycle. Local utilization is considered first but, if no local candidate is available, any candidate can be considered for an assignment to fill a valid AF need.

4.3.7.3. AFPC/DPAA2 notifies the applicant and MAJCOM/DRU command first sergeant of selection approval, class dates and assignment.

4.3.7.3.1. Approved first sergeant candidates selected for promotion to SMSgt will be returned to their PAFSC if they have not already started the FSA in resident course. (T-1).

4.3.7.3.2. SMSgt-selects already attending the FSA are addressed on a case-by-case basis by the USAF First Sergeant SDM and the PAFSC career field manager.

4.4. Air National Guard Application Process.

4.4.1. ANG first sergeant selection procedures begins 4-5 months prior to appointment to allow a 2-3 month transition period as first sergeant double billeting is not authorized. The selection of full-time personnel as first sergeants is governed by provisions in ANGI 36-101, AFI 36-2101 and CNGBI 1400.25, Volume 303.

4.4.1.1. Any ETP required for technicians to serve as first sergeants are accomplished at the wing level. Technicians can serve through the ETP process as described in CNGBI 1400.25, Volume 303.

4.4.1.2. The authority to assign an Active Guard Reservist (AGR) to a drill status guardsman (DSG) position or as a full time first sergeant resides with the wing commander

in coordination with the human resource officer and the state AGR manager at Joint Force HQ.

4.4.2. CCMs ensure military personnel flights (MPF) announce positions and disclose the application procedures and submission dates when a vacancy exists or is anticipated.

4.4.3. CCMs and MPFs confirm the qualifications of all applicants.

4.4.3.1. CCMs review applicant's records for eligibility and determines if the applicant's total profile supports boarding the member.

4.4.3.2. CCMs ensure Technical Sergeants (TSgts) selected for and interview are promotable in accordance with AFI 36-2502 and sign the following statement as a condition of promotion under the retraining program; "I acknowledge I am being selected to fill a first sergeant position and I am being promoted under the provisions of AFI 36-2502, *Airman Promotion/Demotion Program*, paragraph 3.4, before attending the First Sergeant Academy (FSA). I understand I must attend and successfully complete the FSA within one year of appointment as first sergeant and remain and successfully serve in the position a minimum of four years. My failure to complete this requirement will result in a demotion."

4.4.4. CCMs and MPFs schedule applicants to meet the selection board.

4.4.4.1. The board, at a minimum, consists of the CCM, one unit first sergeant and a SNCO of equal or higher grade than the applicant.

4.4.4.2. The wing human resource advisor (HRA) acts as an advisor to the board unless assigned to the board by the CCM.

4.4.4.3. CCMs may ask commanders from non-vacant units to sit on the selection board.

4.4.5. The selection board conducts a comprehensive interview to assess applicants' motivation, understanding of responsibilities, attitude, fitness, image and ability to accomplish first sergeant duties. **Note:** CCMs should review board questions prior to the board convening.

4.4.6. The selection board disqualifies applicants who do not meet USAF and ANG standards, with particular emphasis on AFI 36-2903, *Dress and Personal Appearance of Military Personnel* and AFI 36-2905.

4.4.7. Based on selection board results, CCMs prioritize the list of individuals who demonstrate potential then forward the list to the unit commander and assists in making the final selection.

4.4.8. Unit commanders select applicants from the prioritized list and award duty Air Force specialty code (DAFSC) SDI 8F000 upon completion of the FSA. TSgts selected are promoted immediately upon assuming the position of first sergeant. Over-grades are not authorized.

4.4.9. SMSgt first sergeant positions require experience and are only open to individuals currently serving as first sergeants and those who have previously served in an 8F000 SDI.

4.4.9.1. Applicants are promotable to SMSgt by the close of the announcement.

4.4.9.2. The previous SDI cannot have been removed for cause.

4.4.9.3. The applicant has served as a first sergeant for at least one year.

4.4.9.4. Application and selection procedures outlined in the ANG first sergeant guidance letter are applicable.

4.4.10. The CCM and MPF schedule applicants to meet the selection board. The board, at a minimum, consists of the CCM and at least two SMSgts or CMSgts. The CCM should include the state CCM in the selection board if possible. The wing HRA advises the board unless otherwise assigned as a board member.

4.4.11. 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 stated in AFH 36-2618 and AFI 36-2905 are also required.

4.4.12. Based on the results of the selection board, the CCM prioritizes a list of those first sergeants who demonstrate the potential to assume the duties and responsibilities of the grade and position. The CCM then forwards the list to the wing or unit commander. The CCM should assist the wing or unit commander in making the final selection.

4.4.13. First Sergeants assigned to the FSA may only serve one term during their career.

4.5. Air Force Reserve Application Process.

4.5.1. The top MSgts and TSgts (immediately promotable to MSgt) are eligible for traditional reserve first sergeant positions. Only MSgts are considered for AGR first sergeant positions.

4.5.2. First sergeant selection procedures begin 4-5 months prior to appointment to allow for a transition period. First sergeant positions may utilize overage code 2 for a period of 90 calendar days with an anticipated loss due to retirement, separation, reassignment or relocation; to enhance training and development during turnover within a squadron or group.

4.5.3. When a vacancy exists or is anticipated in a first sergeant position, the CCM must ensure the MPF announces the position and discloses the application procedures and submission dates. **(T-2)**. Announcements are posted on the Reserve Management Vacancy System and the AFR functional manager is notified.

4.5.4. First sergeant candidates complete the special duty application form maintained by AFPC/DPAA2. The application is due to AFPC/DPAA2 within 30 calendar days of identification as a first sergeant candidate. Candidates 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.

4.5.5. Unit commanders sign first sergeant applications certifying the candidates still meets the requirements outlined in **Chapter 3**. **Note:** Refer to the SPECAT for mandatory statement and include specific justification when recommending disapproval.

4.5.6. CCMs and MPFs confirm qualifications of all applicants in accordance with this instruction.

4.5.7. CCMs interview eligible applicants and may ask or allow additional personnel to participate in the interview, but does not conduct as a formal board process.

4.5.7.1. 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.

4.5.7.2. The interview disqualifies any applicant who does not meet standards.

4.5.7.3. CCMs advise candidates upon selection that they may be assigned to any first sergeant position they are qualified for; however, members should not be assigned to their originating unit during initial placement.

4.5.8. Based on the results of the interview, CCMs prioritize a list of only those individuals who demonstrate the potential to assume the duties of a first sergeant. CCMs, or representative designated by the CCM, are responsible for coordinating with the unit commanders for initial assignments.

4.5.9. Nominees recommended by CCMs in coordination with the unit commanders and selected by wing CCs or equivalent are awarded DAFSC SDI 8F000 pending completion of the FSA. They are not authorized to wear the diamond device until completion of the FSA.

4.5.10. Applicants selected must have a minimum of four years remaining on their current enlistment prior to submitting a training request for attendance to the FSA. **(T-1)**. Technical sergeants who are selected are promoted immediately to master sergeant prior to attending the FSA.

Chapter 5

CLASSIFICATION & TRAINING

5.1. AFSC Award. CAFSC, DAFSC and PAFSC guidance is outlined in AFI 36-2101. Specific criteria for the 8F000 SDI is as follows.

5.1.1. CAFSC of 8F000 is established in accordance with AFI 36-2101. **Exception:** ANG members who are in a full time status in another AFSC during the week maintain that CAFSC, but perform duty in the 8F000 SDI while in drill status.

5.1.2. DAFSC. Upon return from the FSA, members must be utilized and assigned as a first sergeant and loaded into an authorized 8F000 UMD position where their DAFSC is 8F000. **(T-3).** Exceptions would be for members who return back to the losing duty station after completing the FSA and are awaiting permanent change of station (PCS) to their first 8F000 duty station. ARC members may be loaded in the DAFSC position of 8F000 prior to completing the FSA. **Note:** If AFR member fails out of FSA they must return back to their PAFSC within 60 days (2 UTAs) or less.

5.1.2.1. ANG members who are in a full time status in another AFSC during the week maintain that DAFSC, but perform duty in the 8F000 SDI while in drill status. The full time DAFSC is different due to their fulltime, DSG, position and is mismatched in the UMD.

5.1.2.2. Personnel who successfully complete the FSA must be assigned to a valid 8F000 UMD position and performing first sergeant duties to be authorized to wear the diamond device (see [Chapter 9](#)). **(T-3).** Members awaiting PCS to their first 8F000 duty station are not authorized to wear the diamond device while performing duties in their PAFSC.

5.1.3. PAFSC.

5.1.3.1. First sergeants retain the AFSC they are “most qualified in” as their PAFSC. In most instances, it is the AFSC from which they are entering the 8F000 SDI.

5.1.3.2. In accordance with AFI 36-2101, six criteria are utilized to determine the PAFSC and include (in order) skill level, experience, complexity, amount of formal education and training, currency of equipment and desire of the individual.

5.1.3.3. The 8F000 SDI does not have skill levels. First sergeants retain their 7-9 skill level from the losing career field for a period of six years and the AFSC for a period of eight years. For ANG members that serve full time in another AFSC (and 8F000 duties in drill status), they maintain their PAFSC so long as they maintain their proficiency in their full-time position.

5.2. USAF First Sergeant Academy Attendance. Members selected for first sergeant duty are scheduled for the first available class date. AFPC/DPAA2 schedules RegAF members once a valid requirement is identified. NGB/A1FT, Formal Training Branch, schedules FSA class dates for ANG members. AFR/A1, Formal Schools Branch, schedules FSA class dates for AFR members. AFR and ANG members attend at the earliest possible opportunity, but NLT one year from the date of assignment. If a member does not complete the FSA within one year, he or she must be removed from the first sergeant position and returned to his or her previous AFSC and the projected training cancelled. **(T-1).** **Note:** In the instance that a member has been approved for first sergeant

duty, but there are no valid positions to be assigned, the member receives a class date once a vacancy is identified.

5.3. USAF First Sergeant Academy.

5.3.1. The FSA is an in-residence leadership development course designed to develop select SNCOs to serve as key advisors to commanders. The FSA provides SNCOs with the developmental tools and foundational requirements for first sergeant duties. The course covers a wide variety of topics to include first sergeant responsibilities, mediation, resilience, counseling, legal processes and administrative actions.

5.3.2. Academic Requirements. Students are required to 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 in accordance with established academy policies. Students released from the academy may not be reenrolled for six months from the date of release.

5.3.3. Fitness Requirements.

5.3.3.1. Students are required to take part in a strenuous fitness program to include a variety of physical activities. Students who arrive to the FSA without the required fitness assessment as referenced by the SPECAT and reporting instructions will be immediately returned to home station at the unit's expense. **(T-2)**. Rescheduling attendance requires concurrence from the FSA Commandant, as well as the USAF First Sergeant SDM (for RegAF members), ANG Functional Manager (for guard members) and AFR Functional Manager (for reserve members).

5.3.3.2. Members who are on a profile are required to coordinate the profile with the wing CCM, who coordinates with the MAJCOM/DRU or component functional manager prior to the member's departure for training to ensure the member can complete all aspects of the course. The FSA Commandant approves all potential students possessing profiles prior to their departure for the academy. If it is deemed the member cannot attend training, they are scheduled in the first available class following the expiration of the profile.

5.3.4. Disciplinary actions. The FSA Commandant ensures all student disciplinary actions are addressed in an appropriate manner and may release any student who demonstrates substandard conduct. Students released for cause or disciplinary actions may not reapply.

5.4. Installation Orientation. Host wing CCMs ensure a local orientation checklist is developed specific to the first sergeant position. This checklist is in addition to the normal unit or wing in-processing checklist and is to ensure each newly arrived first sergeant becomes quickly familiar with local policies, procedures and key locations essential to first sergeant duty.

5.4.1. The checklist includes time with the wing and host wing CCM(s), as well as a variety of support agencies across the installation. A sample checklist is provided in [Attachment 2](#).

5.4.2. Local checklists include the agency OPR and location or contact information for each element. CCMs may add specific items to the checklist to cover installation specific topics not included in referenced attachment. The checklist should be completed within 30 duty days (ARC 120 duty days) of assignment and maintained by the host CCM with council training documents.

5.5. Continuous Development. With the unique strategic leadership position of the first sergeant, the host wing CCM ensures first sergeants are provided training and courses that strengthen their leadership and managerial skills through continuous development. Continuous development is defined under three areas: education, training and experience. Furthermore, training is applied to both the council as a whole and each individual.

5.5.1. First Sergeant Council Training. Often there are programs, needs or situations that the council works collectively to support the installation's mission sets and priorities. The host wing CCM ensures each council conducts a minimum 12 hours of relevant first sergeant training annually.

5.5.1.1. Mandatory training reflects the needs of the mission, Airmen, families and the community. Councils devote at least one hour a month for professional development that can be done monthly, quarterly or in one session.

5.5.1.2. Wing CCMs ensure first sergeants receive mandatory training, tracked and maintained in the host wing CCM's office. Training development, maintenance, schedule and execution may be delegated to a member of the First Sergeant Council but the host wing CCM maintains oversight and responsibility. **Note:** ARC CCMs should budget for additional time annually concerning training for their councils, outside the scheduled unit training assembly (UTA) and annual tour, for developmental and recurrent training.

5.5.2. Individual development. Individual training should be based on unit mission, unit demographics or individual needs. These development items are not intended as a career path or roadmap, rather as opportunities to enhance the individual's ability to support the mission, Airmen and their families, or address deficiencies the individual may need to strengthen.

5.5.2.1. Individual training. Training is intended to provide specific skills or explain policy to an individual. Training may range from administrative to leadership and management courses. First sergeants who have civilian employees assigned to their unit will complete an Air Force Civilian Supervisor or equivalent course as outlined by the Civilian Personnel Office. **(T-3).**

5.5.2.2. Education. Additional formal training courses may be necessary for a first sergeant; the commander and CCM should provide guidance on courses needed by an individual. First sergeants should seek additional PME to include in residence and joint opportunities.

5.5.2.3. Experience. First sergeants should be rotated on a regular basis to provide additional experience to enhance their ability as a first sergeant, or as a SNCO in their PAFSC. Host wing CCMs are responsible for tracking all first sergeants and should work to rotate RegAF and ARC first sergeants to other units at their discretion with commander's approval in a particular unit, unless assigned to a specific controlled tour. If the CCM delays a move beyond 24 months for mission reasons, they should consult with the MAJCOM first sergeant Functional Manager. ARC assignments and rotations are managed by policy from the respective component first sergeant functional managers and through wing CCMs.

5.5.2.4. The USAF First Sergeant SDM maintains a comprehensive list of training and education opportunities and works with each MAJCOM/DRU or ARC first sergeant

Functional Manager, as well as CCMs, to provide a thorough list of these opportunities. The list is accessible to all first sergeants and CCMs.

5.6. Additional Duty First Sergeant Symposiums.

5.6.1. The FSA develops and maintains curriculum for an Additional Duty First Sergeant Symposium for each component. The course is available for each First Sergeant Council to deliver and contains a standardized curriculum.

5.6.2. The target audience primarily includes SNCOs who are appointed to serve as the additional duty first sergeant. Additionally, TSgt's and above who are filling leadership positions requiring the skills taught in the course may attend.

Chapter 6

FIRST SERGEANT TENURE AND ASSIGNMENT

6.1. Tenure and Assignment. First sergeants who graduated from the FSA have an initial tenure of four years from graduation. **Note:** Career Enlisted Aviators only serve a 3-year initial tenure and extensions may be considered. Total time in the 8F000 SDI should not exceed six consecutive years for MSgts and seven consecutive years for SMSgts unless extended for assignment purposes or in accordance with [paragraph 6.2.4](#).

6.1.1. First sergeants maintain qualification standards during their entire tenure as outlined in [paragraph 3.3](#) of this instruction.

6.1.2. RegAF first sergeant special duty tenure is managed by AFPC/DPAA2. ARC tenures are managed by their respective functional managers.

6.2. Regular Air Force Tenure and Assignment.

6.2.1. Host component wing CCMs will track tenures for all first sergeants within their responsibility. **(T-2)**. For assignment purposes, AFPC/DPAA2 may extend a first sergeant's tenure upon coordination with the member's PAFSC functional manager.

6.2.2. First sergeants are automatically vectored back to their PAFSC at the end of their initial tenure. However, 15 months prior to the tenure end date, they may request to extend for 12 or 24 months in the special duty. They meet with their CCM NLT 15 months prior to the expiration of their SDI for continued service options. Any request for continuation in the special duty must reach AFPC/DPAA2 NLT 13 months prior to the end of their tenure; late applications will not be accepted. **(T-1)**.

6.2.2.1. Return to previous AFSC. If the first sergeant does not request a subsequent first sergeant tenure, they are identified by AFPC/DPAA2 NLT the 38th month of the member's current tenure for return to their PAFSC or a previously held AFSC. If overseas, members PCS in their previous AFSC upon date eligible for return from overseas (DEROS). Tenure may be curtailed based upon the DEROS.

6.2.2.2. Needs of PAFSC. If a first sergeants PAFSC functional manager requests return to the previously held AFSC, they are identified and returned at the 48-month point in the 8F000 SDI. If already extended for assignment purposes or in accordance with [paragraph 6.2.4](#)., they are identified for return at the end of the controlled assignment/tenure length.

6.2.3. Request for tenure extension. First sergeants who desire to extend as a first sergeant must apply for an extension and the application must reach AFPC/DPAA2 NLT 13 months prior to the end of their tenure or at the 13-month point prior to their DEROS if serving in an overseas location. **(T-1)**. Extensions are normally for a period of 12 to 24 months. Members use the first sergeant application maintained by AFPC/DPAA2 and coordinate using the same process as the initial application. Any approval level in the routing process may choose to return the first sergeant back to their PAFSC.

6.2.3.1. Members who came from another SDI directly into the 8F000 SDI will not serve more than 48 months. **(T-1)**. These members are returned to their previously held AFSC at the completion of their initial tenure by AFPC/DP2OSS and may apply to return to the 8F000 SDI at a later date.

6.2.3.2. Applications approved by the MAJCOM/DRU first sergeant Functional Manager are routed to AFPC/DPAA2 who in turn coordinates an extended release from the member's PAFSC.

6.2.3.3. Members are identified for return to their PAFSC by AFPC/DPAA2 upon completion of their tenure.

6.2.4. 8F000 first sergeants promoted to SMSgt are required to serve a minimum of two years in the 8F000 SDI from date of promotion selection. First sergeants not already possessing the required two years on their current tenure will be extended to meet minimum time requirements, not to exceed eight consecutive years in the SDI. **(T-1)**. AFPC/DPAA2, automatically updates the member's AAC to reflect the new tenure expiration date. Extensions necessary to meet promotion obligation do not require release approval by the PAFSC career field manager. **Note:** Members who have already returned to their PAFSC, but promotion tested as an 8F000, or have a projected assignment back to their PAFSC are not impacted by this policy. ETPs are worked by the PAFSC career field manager and USAF First Sergeant SDM.

6.2.5. Requests to remain in 8F000 SDI beyond six years. Unless a member is extended by AFPC/DPAA2 for assignment purposes (not to exceed seven years), members are vectored back to their PAFSC or a previously held AFSC at their 6-year point. Retraining is considered when opportunities in a previous AFSC are not available. All requests for special or extenuating circumstances to remain in the 8F000 SDI beyond six consecutive years (or seven as outlined above) are considered and require approval by the USAF First Sergeant SDM after coordination with the wing CCM and MAJCOM/DRU Functional Manager.

6.3. Air National Guard Tenure and Assignment. ARC tenures are managed by their respective functional managers.

6.3.1. Term limits for full-time ANG personnel assigned as first sergeants are governed by ANGI 36-101, AFI 36-2101 and CNGBI 1400.25, Volume 303 and are to be no less than four years and no more than six years (ETPs coordinated through component FAM).

6.3.2. ANG members selected to fill an MSgt position serve no less than four years from the date of FSA graduation. If later selected to fill a SMSgt first sergeant position, a new term, up to two years, with caveat, is incurred based on the date of assignment.

6.3.2.1. Caveat total time as a SMSgt considered shall include stripes for exceptional performers II (STEP II) SMSgt promotions for members who still serve in a MSgt position as listed in **paragraph 6.2.4.**, term limit adjustment/over-grades. Thus if an STEP II member as described is placed into the SMSgt wing position, from the date of assignment the time only increases from the STEP II term to one additional year, if not already at the max time of SMSgt rank, for a total of four years as a SMSgt in the SDI.

6.3.2.2. Total time for ANG First Sergeants (DSGs) is not to exceed six years in the SDI.

Example: If STEP II promoted and member is at 15 months STEP II SMSgt and moves into E8 wing position, the new time adjust to max of four year total SMSgt begins; so 15 months STEP II and 33 months remain in E8 position to maximize four years as SMSgt, but total time will not

exceed six years in SDI. Members who remain through length of STEP II max term, then promote can only add an additional 1-year period so as not to exceed four years SMSgt in SDI.

6.3.3. ANG members selected for promotion under the STEP II have their maximum term limit date adjusted to match the STEP II over-grade expiration date upon coordination with the ANG first sergeant functional manager. Total tenure as an ANG first sergeant will not go beyond six years total SDI time.

6.3.4. ANG first sergeant positions are not authorized over-grades except for STEP II promotions.

6.3.5. ANG personnel agree to serve tenure of no less than 48 months from FSA graduation date. If the member was a prior first sergeant, the tenure starts the day of assignment. At the end of a 4-year tour, the hiring authority and wing CCM conduct a review of the first sergeant performance. Additional period beyond four years is at the discretion and approval of the hiring authority. A Statement of Understanding is to be signed in accordance with paragraph 4.3.2.3.

6.3.6. ANG wing CCMs may utilize involuntary demotion for members who do not complete the necessary four years from FSA graduation in accordance with AFI 36-2502.

6.3.7. ANG first sergeants work through their wing/state CCMs and the ANG First Sergeant Functional Manager for second tour continuance coordination approval.

6.3.8. All ANG requests to remain in the 8F000 SDI beyond six consecutive years require approval from the ANG First Sergeant Functional Manager & ANG CCM. Term limits for full-time personnel assigned as first sergeants are governed by AFI 36-2101. No member goes beyond total consecutive tenure of six years to include STEP II promotions, hard position promotions (wing headquarters) or any combination thereof. **(T-2)**.

6.3.9. ANG First Sergeants in Title 10 status may serve beyond six years total time and hiring authority determines tenure.

6.4. Air Force Reserve Tenure and Assignment. ARC tenures are managed by their respective functional managers.

6.4.1. First sergeant positions assigned the rank of SMSgt may only be filled by experienced first sergeants. Members must have a minimum of 12 months experience in the SDI from the FSA graduation date to be eligible for SMSgt positions. Additionally, individuals must meet all requirements for promotion in accordance with AFI 36-2502. SMSgt positions that become vacant must follow the same procedure as [paragraph 4.3.3.3](#). The CCM will not rotate a MSgt into a SMSgt position, each vacancy must be properly advertised through Reserve Management Vacancy System and the AFR Functional Manager. **(T-3)**. The CCM is responsible for coordinating with unit commanders prior to selection and placement.

6.4.2. First sergeants have initial first sergeant special duty tenure of four years from graduation from the FSA. Corresponding wing CCMs track tenures for all first sergeants within their responsibility.

6.4.3. The CCM meet with each first sergeant NLT 15 months prior to the end of their initial tour to discuss service options. Chosen service option is documented and signed by both the

CCM and the first sergeant and forwarded to the AFR Functional Manager for final coordination.

6.4.4. Return to previous AFSC as an overage is authorized at the completion of the first tour as a first sergeant, provided less than 72 months have elapsed from the date assigned the 8F000 CAFSC. Retention as an overage (Code 4) is permitted for up to two years from the date removed from the 8F000 position returning to their originating AFSC. If an extension is requested beyond the allotted two-year point, it falls under the FY manning policy in effect at the time.

6.4.5. Needs of PAFSC. If member is requested by their PAFSC functional manager to return to their previous held AFSC, they are identified for return at the 48-month point in the 8F000 SDI.

6.4.6. Extensions in the special duty beyond the initial tour are at the discretion of the CCM with approval from the WG/CC or equivalent. All extensions must be documented and forwarded to the AFR First Sergeant Functional Manager for final coordination.

6.4.6.1. For the purpose of professional development, first sergeants retained, after their initial 4-year commitment, must be rotated prior to their 48th month.

6.4.6.2. If an over-grade is requested during rotation, it falls under the FY manning policy in effect at the time with a recommendation by the CCM, approval authority, WG/CC or equivalent.

6.4.7. The maximum tenure a first sergeant may serve within a single unit is 48 months from the date assigned to the first sergeant position on the unit manning document. **Note:** Tenures approaching this length typically only occur in GSUs.

6.4.8. The following CMSgt 8F000 positions may serve beyond six years as the hiring authority determines the tenure: The USAF First Sergeant SDM, FSA Commandant, FSA instructors, MAJCOM/DRU First Sergeant Functional Managers, the Air National Guard First Sergeant Functional Manager, the Air Force Reserve Command First Sergeant Functional Manager and any CMSgt first sergeants filling a valid CMSgt 8F000 position.

6.5. Release from 8F000 SDI.

6.5.1. RegAF members are automatically released from the first sergeant special duty at the end of their tenure, unless an extension is approved. ARC members require coordination approval with hiring authority and AFR or ANG Functional Manager.

6.5.2. Early release (30 duty days or more) for RegAF members from the first sergeant special duty requires approval from the USAF First Sergeant SDM upon recommendation from unit leadership and the MAJCOM First Sergeant Functional Manager. The ARC Functional Managers serve as the final authority for release for their respective components. **Note:** Early release (before promotion eligibility cutoff date) is not granted for the purpose of promotion testing in the member's PAFSC.

6.5.3. Upon release, the member can return to their PAFSC, a previously held AFSC, retrain or (if eligible) retire or separate.

6.6. Return to 8F000 SDI. Former first sergeants who possess the 8F000 AFSC and have performed duty within the past eight years in the SDI (not withdrawn due to substandard duty

performance, unacceptable conduct, behavior or cause) may be reutilized as a first sergeant to fill an AF need.

6.6.1. Regular Air Force. Voluntary return to the first sergeant special duty. Members, who have previously served honorably in the 8F000 SDI and carry it as a secondary or tertiary AFSC, may request to return and serve as a first sergeant.

6.6.1.1. The application process follows the same process for initial application as outlined in [paragraph 4.3](#). Members do not need to complete any additional shadow or temporary experience and are not required to attend the FSA for a second time.

6.6.1.2. Once the member is approved and released by their CAFSC, they are immediately identified for assignment. The member is considered to serve in a valid local vacancy in their current grade. If no vacancy exists, the member is identified for PCS assignment if eligible. If a local vacancy does not exist and the member is not PCS eligible, the member is not approved for the 8F000 SDI.

6.6.1.3. Members who return to the 8F000 SDI serve a 4-year tenure and must have retainability to serve the entire tenure. Requests for subsequent consecutive tenures for returning members to the SDI follow guidance for initial tenures as outlined earlier in this chapter. Members serve no more than six consecutive years in the 8F000 SDI (or combination of SDIs), unless approved by the USAF First Sergeant SDM.

6.6.1.4. AFPC/DP2OSS notifies the applicant and wing CCM of approval and assignment. Instances where a member is not released for reentry into the 8F000 SDI, AFPC/DP2OSS notifies the applicant, wing CCM and the USAF First Sergeant SDM with specifics.

6.6.1.5. Return is based on needs of the Air Force. During SMSgt and/or CMSgt shortfall periods and when directed by the USAF First Sergeant SDM, AFPC/DP2OSS and Air Force Senior Leader Management (USAF/DPE) identify potential returnees to meet the needs of the Air Force. CMSgts who have honorably served a minimum of four years (ETP approved by SDM) in the 8F000 SDI are eligible to compete for nominative or commander involvement program 8F000 CMSgt positions when applicable.

6.6.2. Air National Guard.

6.6.2.1. DSG members who have previously served honorably in the 8F000 SDI and carry it as a secondary or tertiary AFSC may request to return and serve as a first sergeant. A formal request must be submitted and routed to the ANG First Sergeant Functional Manager with the concurrence of the wing and state CCM for final approval of returning first sergeants in the ANG. This request is based on the needs of the organization and not the needs of the individual.

6.6.2.2. Members who return to the 8F000 SDI are governed by guidance in paragraph 6.1.4. and AFI 36-2101, and have retainability to serve the entire tenure.

6.6.3. Air Force Reserve.

6.6.3.1. Members who have previously served honorably in the 8F000 SDI and carry it as a secondary or tertiary AFSC may request to return and serve as a first sergeant. A formal application is submitted to their corresponding CCM for recommendation, with final approval from the WG/CC or equivalent.

6.6.3.2. Members who return to the 8F000 SDI are governed by guidance in paragraph 6.1.5. and have retainability to serve the entire tenure.

6.7. Early Withdrawal Procedures.

6.7.1. Voluntary Withdrawal. 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.

6.7.1.1. Voluntary withdrawal is not be used in-lieu of involuntary withdrawal for substandard duty performance or unacceptable conduct or behavior; for guidance see [paragraph 6.4.2.](#)

6.7.1.2. Members selected for assignment may not apply for release in lieu of assignment.

6.7.1.3. First sergeants who need to withdraw for personal/medical reasons justify the request to their commander by submitting a memorandum for release (see [Figure 6.1](#)) then updating assignment preferences after submission of the request.

6.7.1.4. The commander endorses the request with a recommendation to the wing CCM. The wing CCM endorses the request to the wing commander or equivalent.

6.7.1.5. The wing commander or equivalent considers all factors and approves or disapproves the request.

6.7.1.5.1. For approved RegAF requests, the package is forwarded through the MAJCOM/DRU Command First Sergeant for coordination with AFPC/DPAA2. Forward a copy of all removal actions to the USAF First Sergeant SDM for final approval.

6.7.1.5.2. For ARC members, the package is processed by the respective MPF, with a courtesy copy to the MAJCOM/DRU/component First Sergeant Functional Manager, for coordination with the member's PAFSC or previously held AFSC. Forward a copy of all removal actions to the USAF First Sergeant SDM for final approval.

6.7.1.5.2.1. ARC voluntary withdrawal requests prior to the minimum initial tenure obligation are routed to the applicable ARC Functional Manager for final approval.

6.7.1.5.2.2. If unit requirements do not permit an ARC member to return to a previously awarded AFSC, the member may be retrained into a valid requirement. Commanders and CCMs should exercise proper force management principles when reassigning members who voluntarily withdraw from this special duty.

6.7.1.5.3. The member is no longer authorized to wear the diamond or receive special duty assignment pay (SDAP) effective the date the USAF First Sergeant SDM approves the request.

6.7.1.5.4. After coordination with the USAF First Sergeant SDM AFPC/DP2OSS will return the withdrawal package to the wing CCM, through the MAJCOM, for upload in the Case Management System (CMS) to AFPC/DPSICC for final action in accordance with AFI 36-2101, AFPC/DPAA1 will be included in the CMS coordination. **(T-2).**

6.7.2. Involuntary Withdrawal. Involuntary withdrawal includes withdrawal due to substandard duty performance, unacceptable conduct or behavior and failure to maintain qualifications. 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, recommends removal to the wing commander or equivalent. The diamond device is removed when first sergeants fail to maintain qualification in accordance with [paragraph 3.3](#).

6.7.2.1. The unit commander notifies the member in writing of the proposed withdrawal, with justification. Members in active duty status have 3 duty days to request a personal appearance or submit a written statement and documents. Traditional guard or reserve members have until the following UTA to submit their request. Member can waive this by endorsement. (see [Figure 6.2](#))

6.7.2.2. The request for withdrawal memorandum, along with all information submitted by the member is forwarded to the wing 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.

6.7.2.3. The wing commander or equivalent approves or disapproves the withdrawal memorandum.

6.7.2.3.1. The member is no longer authorized to wear the diamond or receive SDAP effective the date the wing commander approves the withdrawal.

6.7.2.3.2. If approved, the member is immediately reassigned to other duties pending final action.

Note: For ANG members, the Force Support Squadron personnel chief reassigns the member to a previously earned AFSC or designated student flight in accordance with AFI 36-2101.

6.7.2.3.3. Approved withdrawal package are forwarded through the MAJCOM Command First Sergeant for coordination with AFPC/DP2OSS for RegAF members. For ARC members, the package is processed by the respective MPF, with a courtesy copy to the MAJCOM/DRU/ARC First Sergeant Functional Manager, for coordination with the member's PAFSC or previously held AFSC. **Note:** A copy of all removal actions and supporting documentation will be forwarded to the USAF First Sergeant SDM. (T-2).

6.7.2.4. After coordination with the USAF First Sergeant SDM AFPC/DP2OSS returns the withdrawal package to the wing CCM, through the MAJCOM, for upload in the Case Management System (CMS) to AFPC/DPSICC for final action in accordance with AFI 36-2101. AFPC/DPAA1 is included in the CMS coordination.

6.7.2.4.1. If approved, the member no longer holds the 8F000 SDI in any AFSC category to include secondary and tertiary AFSC listings.

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

does not require disciplinary actions to be complete to initiate the withdrawal process. Any disciplinary action taken is forwarded to MAJCOM/DRU Command First Sergeant and USAF First Sergeant SDM.

6.8. RegAF Assignment. MSgt and SMSgt first sergeant assignments are managed by AFPC/DP2OSS. USAF/DPE assigns CMSgt first sergeants.

6.8.1. Initial assignment. First sergeant applicants who are not utilized locally receive an assignment based on Air Force needs; AFPC/DP2OSS manages the assignment process and subsequent class attendance in accordance with **Chapter 5** of this instruction. Applicants are vulnerable for all locations not identified as needing prior experience to include overseas or remote locations.

6.8.2. Assignment availability. Once a member graduates from the FSA, AFPC/DP2OSS assigns all CONUS first sergeants an AAC 50 with an expiration date 48 months following their FSA graduation. Members in overseas locations are managed via their DEROS. AFPC/DP2OSS may waive codes to facilitate needs of the Air Force.

6.8.3. Mandatory movers. First sergeants assigned to certain positions may be designated as mandatory movers; this normally includes those assigned to isolated or detached duty locations. AFPC/DP2OSS assigns an AAC 50 (or FS code) to each position identified by the USAF First Sergeant SDM.

6.8.4. First sergeants can compete for assignments upon completion of 12 months as an 8F000 if they meet PCS eligibility requirements and can obtain the required retainability for the PCS. AFPC/DP2OSS coordinates early extension approval for those selected for assignments prior to reaching the extension application window. First Sergeants may apply for Base of Preference assignments through their local MPF or volunteer for assignments which have a report no later than date after the 12 month requirement.

6.8.5. Overseas assignments. First sergeants serving an initial tour in overseas locations for a period of two years or less are automatically considered for a follow-on assignment as a first sergeant for a period of at least two years CONUS and receive an AAC 50 expiring 24 months after arrival at the CONUS location. The member may request another overseas location for the full prescribed tour as an 8F000 if released by their PAFSC. Members selected for an overseas assignment as a first sergeant serve the entire tour, regardless of tour length, as an 8F000.

6.8.6. Surplus CMSgt or CMSgt-select first sergeants are identified by USAF/DPE for return to their PAFSC, a previously held AFSC or for any cross-flow opportunities. When 8F000 manning is over 100% and the member's previous AFSC is below 100%, USAF/DPE ensures surplus members compete for an assignment in their previous AFSC during the next assignment cycle.

Figure 6.1. Sample Voluntary SDI Withdrawal Memorandum.

MEMORANDUM FOR AFPC/DPAA2

FROM: Name and Office Symbol of Member

SUBJECT: Voluntary Withdrawal from the First Sergeant Special Duty (8F000) – (GRADE, NAME)

1. Insert reason for the voluntary withdrawal and requested removal date.
2. Insert contact information (email and telephone).

MEMBER'S NAME, Rank, USAF
Position

1st Ind, Member's Unit CC, Voluntary Withdrawal from the First Sergeant Special Duty (8F000), Date

TO: Wing Command Chief

Concur/Non Concur

UNIT COMMANDER'S NAME, Rank, USAF
Position

2nd Ind, Wing Command Chief, Voluntary Withdrawal from the First Sergeant Special Duty (8F000), Date

TO: Wing Commander

Concur/Non Concur

WING CCM'S NAME, CMSgt, USAF
Position

3rd Ind, Wing Commander, Voluntary Withdrawal from the First Sergeant Special Duty (8F000), Date

TO: MAJCOM Functional Area Manager (FAM)

Approved/Disapproved

WING COMMANDER'S NAME, Rank, USAF
Position

4th Ind, MAJCOM FAM, Voluntary Withdrawal from the First Sergeant Special Duty 8F000), Date

TO: USAF First Sergeant SDM

Concur/Non Concur

MAJCOM FAM'S NAME, CMSgt, USAF
Position

5th Ind, USAF First Sergeant SDM, Voluntary Withdrawal from the First Sergeant Special Duty 8F000), Date

TO: AFPC/DPAA1

Concur/Non Concur

1. Effective date of removal of first sergeant chevron and SDAP is _____.

USAF FIRST SERGEANT SDM, CMSgt, USAF
Position

Figure 6.2. Sample Involuntary SDI Withdrawal Memorandum.

MEMORANDUM FOR (Member's Name and Grade)

FROM: Unit Commander

SUBJECT: Involuntary Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI - (GRADE, NAME)

1. Insert reason for the involuntary withdrawal from First Sergeant Special Duty and removal of the 8F000 SDI.
2. Insert recommended action and disposition of the member upon removal from First Sergeant Special Duty and removal of the 8F000 SDI.
3. **PRIVACY ACT.** The following information required by the Privacy Act is provided for your information. AUTHORITY: 10 U.S.C. § 8013. PURPOSE: To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. ROUTINE USES: Provides you an opportunity to submit comments or documents for consideration. If provided, the comments and documents you submit become a part of the action. DISCLOSURE: Your written acknowledgment of receipt and signature are mandatory. Any other comment or document you provide is voluntary.
4. You will acknowledge receipt and return this letter to me within three (3) duty days of your receipt. Your signature on this document is solely for receipt purposes and is not an admission of guilt. Any comments or documents you wish to be considered concerning this letter must be included with your response. All submitted documents will become part of this record. I will then have three (3) duty days to consider any matters submitted and to advise you of my final decision.

UNIT COMMANDER'S NAME, Rank, USAF
Position

ACKNOWLEDGEMENT OF RECEIPT by (Member's Name and Grade)

I acknowledge receipt and understanding of this letter on _____ at _____ hours.
I understand that if I intend to submit a statement or other documents in response to this letter, I must do so within three (3) duty days from receipt of this letter and that such documents will become part of this letter.

MEMBER'S NAME, Rank, USAF
Position

1st Ind, Member, Involuntary Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI, Date

TO: Unit Commander

I have reviewed the allegations contained in this letter.
(I am submitting the attached documents in response) (I hereby waive my right to respond).

MEMBER'S NAME, Rank, USAF
Position

2nd Ind, Unit CC, Member, Involuntary Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI, Date

TO: Member

Member (did) (did not) provide written matters in response to this letter. I have considered all matters submitted for my consideration by the member.

Recommend/Non-Recommend Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI.

UNIT COMMANDER'S NAME, Rank, USAF
Position

ACKNOWLEDGEMENT OF DECISION by (Member's Name and Grade)

I acknowledge receipt and understanding of this decision on _____ at _____ hours.

MEMBER'S NAME, Rank, USAF
Position

3rd Ind, Wing CCM, Member Name, Involuntary Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI, Date

TO: Wing Commander

Concur/Non-Concur

WING CCM'S NAME, CMSgt, USAF
Position

4th Ind, Wing CC, Member, Involuntary Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI, Date

TO: MAJCOM Functional Area Manager (FAM)

Approved/Disapproved

WING CC'S NAME, CMSgt, USAF
Position

5th Ind, MAJCOM FAM, Member, Involuntary Withdrawal from First Sergeant Special Duty and Removal of the 8F000 SDI, Date

TO: AFPC/DPAA1

Concur/Non-Concur

MAJCOM FAM'S NAME, CMSgt, USAF

Position

Chapter 7

ADDITIONAL DUTY FIRST SERGEANTS

7.1. Philosophy.

7.1.1. Airmen should have a first sergeant they can go to and commanders must have a first sergeant to rely on. For instances with manning shortfalls, or if the unit is not authorized a diamond wearing first sergeant or is otherwise geographically separated, an additional duty first sergeant may be appointed by the unit commander. During periods of absence of an assigned first sergeant, another SNCO should be temporarily assigned this role to ensure the needs of the mission, Airmen and their families are met.

7.1.2. Members assigned additional duty first sergeant responsibilities must be in grades E-7 through E-9. (T-2). TSgts may only be assigned first sergeant responsibilities in those situations where there is neither a first sergeant nor SNCO able to assume additional duty first sergeant responsibilities. Additional duty first sergeants do not list their duty title as "First Sergeant" on the AF Form 910/911/912.

Note: ANG candidates can be AGR, DSG, or technicians in accordance with ANGI 36-101, AFI 36-2101 and CNGBI 1400.25, Volume 303.

7.1.3. Additional duty first sergeants uphold the same professional profile and criteria required for diamond wearing first sergeants. They fully participate with installation first sergeants in base functions and attend First Sergeant Council meetings.

7.2. Full Time Additional Duty First Sergeants.

7.2.1. Full time additional duty first sergeants are appointed in writing by the unit commander, in coordination with the host wing CCM, in instances where the unit does not have a designated first sergeant either at the unit or higher level. Several factors could cause this situation including a small unit size, 8F000 shortfalls on the installation or during deployments.

7.2.1.1. ANG Additional Duty First Sergeants.

7.2.1.1.1. Additional duty first sergeants within the ANG are authorized based on the needs of the organization. Authorized at State Joint Force HQ, GSUs and Civil Support Teams (Weapons of Mass Destruction Civil Support Teams). Unauthorized use of additional duty first sergeants is prohibited in the ANG. The formal selection process mirrors that of current policy and practice where a vacancy exists as stated in **Chapter 4** of this instruction.

7.2.1.1.2. ANG members assigned as additional duty first sergeants must be in the rank of TSgt through SMSgt and uphold the same criteria as stated in **Chapter 3** and **4** of this instruction.

7.2.1.1.3. ANG additional duty first sergeants must attend the ANG Additional Duty First Sergeant symposium as soon as practical after appointment. Symposium curriculum are coordinated through the FSA.

7.2.1.1.4. Fulltime personnel, i.e. AGRs, are authorized to serve in this capacity to support the needs of the mission.

- 7.2.1.1.5. Additional duty first sergeants are part of the support network within the ANG and as such are to be included in all facets of the wing's First Sergeant Councils without.
- 7.2.1.1.6. ANG Component wing/state CCMs, as the local functional managers, control the amount of personnel in this program.
- 7.2.1.1.7. Personnel serving in this capacity are not authorized to wear the diamond device or receive the SDAP as this is a supporting role and not an assigned authorized 8F000 position as stated in **Chapter 9** of this instruction.
- 7.2.2. Airmen assigned the additional duty first sergeant role attend the applicable component Additional Duty First Sergeant Symposium, preferably before assuming the position.
- 7.2.3. In essence, this member serves the exact same role as a diamond wearing first sergeant does for other units and may serve this capacity in addition to their normal mission requirements. This member must first understand their role as a first sergeant and how it differs from their ordinary operational role. Additionally, they must understand more is required of their time, serving in this capacity 24 hours a day/7 days a week.
- 7.2.4. The host wing CCM assigns a diamond wearing first sergeant as a mentor. The additional duty first sergeant must integrate with the local First Sergeant Council as well to ensure they have a diamond wearing first sergeant they can reach at all times.

Chapter 8

FIRST SERGEANT COUNCILS

8.1. Philosophy. A strong and successful council contributes greatly to the success of the mission, health and welfare ensuring the readiness of Airmen and their families. The council works with host and mission partner CCMs to ensure they meet the needs of the base community and all assigned personnel. The first sergeant is an essential link between the Airmen and base leadership; therefore, council membership and meeting attendance is mandatory for all first sergeants and those personnel performing first sergeant duties.

8.2. Structure.

8.2.1. Composition. On RegAF installations where multiple wings or mission partners are present, the host wing CCM will ensure one council is established for the installation first sergeants and those personnel performing first sergeant duties. ARC wings will establish a council for their respective component. Bases with multiple components will hold joint meetings at least quarterly but are encouraged to meet more when possible. **(T-3)**.

8.2.2. Council leadership. The council is the responsibility of the host wing CCM, but is generally peer led. Specific positions of responsibility should be established. The chair of the council is responsible for meeting agenda and scheduling and works with all CCMs on the installation to ensure an effective council. Meeting minutes are recorded and maintained in accordance with AFMAN 33-363. The host wing CCM ensures leadership positions are filled appropriately, typically through nomination and voting by the members of the council. Members serve no more than 12 months in their respective position.

8.2.3. Additional positions of responsibility. The CCM may establish additional positions of responsibility to meet the needs of the mission or efforts of the installation. These positions should be kept to a minimum, but may include representation to other organizations such as the Community Action Board, First Term Airman Center and Quarters Improvement Committee to fill a specific function or role assigned to the council.

8.2.4. Additional guests. The council should invite key leaders from across the installation on a regular basis to both ensure the needs of these organizations are addressed with respect to the duties and responsibilities of a first sergeant and, in turn, ensure these agencies receive feedback from first sergeants concerning their policies, processes and service. The council chair should strive to include an occasional guest speaker, but must exercise flexibility for urgent matters. Certain agencies may regularly attend council meetings, but CCMs and council leadership should ensure their participation is both necessary and complimentary to the efforts of the First Sergeant Council.

8.2.5. Meeting location. The host wing CCM ensures the meetings are held in a private meeting location that is easily accessible by all attendees allowing adequate time for extended discussions.

8.2.6. Frequency. At a minimum, RegAF First Sergeant Councils meet weekly and ARC First Sergeant Councils meet monthly. Every attempt should be made to schedule the meetings to accommodate all attendees.

8.2.7. Meeting with wing leadership. All installation CCMs will attend their respective component First Sergeant Council meetings. **(T-2)**. At a minimum, RegAF councils should meet with their host wing or vice wing commander on a quarterly basis to ensure the council has a direct dialogue with top leadership to discuss mission and installation related concerns. ARC councils should meet with their respective wing leadership. Additionally, mission partner leaders should be included on a rotational basis, either in conjunction with the host wing, or on a separate basis.

8.2.8. Training. Councils conduct a minimum of 12 hours of continuous development training annually to include subjects pertinent to the installation. Host wing CCMs are charged with ensuring an annual training plan is developed, executed and documented in accordance with **Chapter 5** of this instruction.

Note: ARC CCMs should budget for additional time annually concerning training for their councils, outside the scheduled UTA and annual tour, for developmental/recurrent training.

8.3. Private Organizations. First Sergeant Councils are not private organizations. However, members of the First Sergeant Council may form a private organization by following the procedures outlined in AFI 34-223, *Private Organizations (PO) Program*.

8.3.1. Establishing a non-profit organization. If members of a First Sergeant Council wish to charter a non-profit organization, they must adhere to the rules and restrictions outlined in AFI 34-223. These chartered private organizations, associated with the First Sergeant Council, are defined as self-sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity as officers, employees or agents of the Federal Government. They operate on Air Force installations with the written consent of the installation commander.

8.3.2. Membership in the non-profit organization is not required even though the member is required to be part of the First Sergeant Council. Personal and professional participation in private organizations is governed by Department of Defense (DoD) 5500.7-R, *Joint Ethics Regulation*.

8.3.3. Members of the First Sergeant Council, who are also members of a private organization affiliated with the First Sergeant Council, adhere to the requirements of AFI 34-223, AFI 36-3101, *Fundraising*, as well as requirements in DoD 5500.7-R.

Chapter 9

THE FIRST SERGEANT DEVICE & SPECIAL DUTY INCENTIVES

9.1. First Sergeant Device.

9.1.1. First Sergeants.

9.1.1.1. Wear of the first sergeant diamond device is authorized when the member has completed the FSA, is awarded the 8F000 CAFSC and is assigned to a valid 8F000 DAFSC position or, if AGR in another AFSC, performs 8F000 function.

9.1.1.2. Graduates who return to the losing installation only to out process may wear the diamond.

9.1.1.3. The diamond is worn according to AFI 36-2903 while serving as a first sergeant in the 8F000 SDI.

9.1.1.4. Members deployed to serve in non-8F000 positions do not wear the diamond.

9.1.2. The USAF First Sergeant SDM, FSA Commandant, FSA instructors, MAJCOM/DRU Functional Managers, ANG and AFR First Sergeant Functional Managers, as well as the AFPC 8F000 Assignment FAM wear the first sergeant device.

9.1.3. Additional duty first sergeants. Members assigned as additional duty or assistant first sergeants do not wear the diamond device.

9.1.4. 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. Requests for exceptions to policy for former first sergeants who retire at the same rank they served as a first sergeant, and the entire tenure was honorable, may be considered by the USAF First Sergeant SDM.

9.2. Special Duty Incentives.

9.2.1. Special Duty Assignment Pay (SDAP). To receive SDAP, first sergeants must meet all of the following criteria governed by AFI 36-3012, *Military Entitlements*. Individuals serving in an additional duty or assistant capacity are ineligible for this pay.

9.2.1.1. Hold the rank of MSgt or higher.

9.2.1.2. Graduated the FSA and be awarded the CAFSC of 8F000.

9.2.1.3. Must be serving in an authorized 8F000 DAFSC first sergeant billet. **Note:** Personnel who are PCSing from one first sergeant position to another continue receiving SDAP for a maximum of 60 calendar days while double billeted (30 days at the losing base and 30 days at the gaining base). Additionally, members follow AFI 36-3012 for additional guidance.

9.2.2. Air Force Special Duty Ribbon. The basic eligibility criteria is listed in AFI 36-2806, *Awards and Memorialization Program*.

Chapter 10

MANPOWER & UTILIZATION OF FIRST SERGEANTS

10.1. Manpower. First sergeants traditionally serve in one-deep positions across a variety of units whose missions are diverse and most likely not aligned with previous experience. These positions rarely if ever require a technical background aligned with the unit's mission, allowing outside perspective. Air Force units vary greatly in size and the manpower standard takes into consideration a majority of these units. In some instances, units are too large for one first sergeant; therefore, multiple 8F000 positions may be authorized to one unit, typically a squadron. Occasionally, units do not earn a first sergeant authorization but may need one based on a unique situation. On other occasions, some units earn a first sergeant authorization but may not need one based on a unique situation. The Air Force manpower standard quantifies the manpower required to accomplish the tasks described in this AFI for varying levels of workload for RegAF only. AFR and ANG quantify their component manpower required to accomplish the tasks described in this AFI for varying levels of workload.

10.1.1. RegAF and AFR CMSgt positions are directed by policy for key positions requiring an increased rank. CMSgt first sergeant positions are authorized at MAJCOM/DRU, designated 8F000 Functional Managers, FSA Commandant position and the USAF First Sergeant SDM only. ANG CMSgt first sergeant positions beyond the ANG Functional Manager are not authorized.

10.1.2. RegAF SMSgt positions not earned in the Air Force manpower standard.

10.1.2.1. MAJCOM/DRU and component functional managers coordinate to identify one SMSgt position at each AF installation. The SMSgt billet should be assigned to the largest unit on the installation or highest demand for SMSgt first sergeant experience, regardless of MAJCOM/DRU affiliation. The SMSgt assigned to the position should assist the host CCM with first sergeant functional management, first sergeant related duties delegated down from the CCM and serve as a mentor to all first sergeants assigned to the installation.

10.1.2.2. MAJCOM/DRU/component functional manager identify any additional positions to be designated as SMSgt positions based on unique needs or demographics and work with their corresponding manpower offices to justify these positions. Examples include positions at NAF or equivalent levels, joint billets, combatant commands and units serving on a different Service's installation (not joint bases) and those with increased roles/responsibilities as outlined in the duty description. Copies of all variations are forwarded to the USAF First Sergeant SDM.

10.1.3. Any additional positions are based on unique needs or demographics and are worked by each MAJCOM/DRU/component functional manager with their corresponding manpower offices to justify these positions. Copies of all variations should be forwarded to the USAF First Sergeant SDM.

10.1.4. Manning. Although an authorization exists, MAJCOMs are required to fund the positions for units within their command. Each MAJCOM should carefully review the requirements of each unit with respect to their first sergeant needs and ensure a first sergeant is available as appropriate. NGB/A1M flows their members' UMDs to Force Support

Squadron Personnel CMSgts. AFR and ANG CCMs should review UMDs periodically to ensure proper force management of their respective council.

10.1.5. First sergeants normally serve in units not aligned with their technical background. CCMs should take great care to ensure the right first sergeant is matched with each unit and mission while ensuring a diverse distribution of first sergeants across the installation. RegAF and AFR first sergeants will not be immediately reassigned back to the unit they served in another AFSC as their first assignment out of the FSA. **(T-3)**.

Note: ANG DSG members go through selection process for SDI duty and should not be hired into the unit they have served another PAFSC in. Proper force management must be utilized and provide a path back into the operational environment of affected AFR and ANG units. Leadership of gaining/losing units of affected members should take advantage of operational placement for these key individuals and their gained professional experience from the career broadening SDI tour.

10.2. Organization of Assignment. Every Airman should have an assigned first sergeant they can rely on with clearly defined areas of responsibility.

10.2.1. Squadron first sergeant. First sergeants are ordinarily assigned at the squadron level. Based on manning, mission or unique circumstances, first sergeants may be assigned at other levels based on mission requirements.

10.2.2. Group first sergeant. When assigned to a group, the first sergeant must work diligently to serve all commanders and personnel across the entire group and only experienced first sergeants should be considered for these roles. The first sergeant will be rated by the group commander, but must build a relationship of trust with each of the squadron commander's the first sergeant advises. **(T-2)**. Furthermore, it is imperative the first sergeant works to engage assigned personnel across the diverse spectrum they serve.

10.2.3. Multiple first sergeants in a unit. Units with large numbers of assigned personnel may be granted more than one first sergeant authorization in accordance with the AFMS. In these instances, the commander must define each first sergeant's area of responsibility within the unit. Specifically, each first sergeant should have a clear definition of the personnel or flights/sections/areas they serve and each first sergeant has the same roles and responsibilities with respect to these defined audiences. Each first sergeant will be rated by the squadron commander. **(T-2)**.

10.2.4. First sergeants for multiple squadrons. Instances where a squadron does not have a first sergeant assigned, or does not have a first sergeant authorization, the CCM may assign first sergeant duties to another squadron level first sergeant after coordination with both squadron commanders. When this occurs, the first sergeant, who is still assigned to another squadron, must engage the other squadron much like a group or wing level first sergeant would. However, the first sergeant is rated by the assigned squadron commander and does not assume a different duty title.

10.2.5. Advisory roles. CCMs may assign first sergeants as advisors to additional duty or temporary first sergeants of another unit after coordination with both unit commanders. In these instances, the first sergeant supports, advises and mentors the additional duty first sergeant and may be called upon by the other unit commander for advice. First sergeants are careful not to undermine the actions or efforts of the additional duty first sergeant.

10.2.6. Other types of organizations. There are instances where a first sergeant is needed in a unit type not listed above. In these instances, the MAJCOM/DRU/component First sergeant functional manager is consulted by the wing and/or state CCM. The MAJCOM/DRU/component first sergeant functional manager ensures the position and unit of assignment is valid and meets the needs of the mission.

10.3. Duties. First sergeants have broad responsibility to include a great many programs, but are primarily focused on how to support the mission of the unit through support of the Airmen and their families. The first sergeant duties and responsibilities are outlined in [Chapter 2](#) and commanders must take great care not to assign duties other than those contained in this AFI, the specialty description in AFECD or according to the process oriented description as outlined in the manpower standard unless absolutely critical to the mission of the unit. Commanders coordinate with the wing CCM when there is a need for a first sergeant to perform non-standard tasks.

10.3.1. First sergeants are not permanently assigned additional duties, but may be granted alternate roles to prevent mission degradation. First sergeants may temporarily accomplish these duties as an absolute mission necessity.

10.3.2. The CCM, as functional manager, may assign first sergeants duties in relation to the First Sergeant Council as necessary to accomplish the mission. **Note:** This does not include involvement with any PO and council duties must not interfere with the member's primary responsibility to the unit(s) they are assigned.

10.4. Accommodations. First sergeants must be provided private office accommodations adequate for counseling personnel with a location that best serves the needs of the unit. For units with more than one first sergeant assigned, private office accommodations adequate for counseling personnel will be provided to each first sergeant, located close to the area they serve **Example:** An office in the aircraft maintenance unit to which they are assigned. Government provided communication devices (i.e. computer, cell phone) will be provided. **(T-2)**.

10.5. Security Clearance. First sergeants must have access to every work center of the unit(s) for which they are responsible. **(T-3)**. The 8F000 position will be identified as requiring the highest security clearance required to gain access to all of the areas within the scope of responsibility for the position. **(T-2)**. First sergeants with clearances higher than the 8F000 positional requirement will be permitted to maintain the higher clearance level. **(T-1)**. Access to special programs is not required.

10.6. Office Symbol. First sergeants serving at all levels use the office symbol of "CCF" with no variations, additional characters or substitutions.

10.7. Rater. First sergeant's reporting official is the commander of the highest unit to which they are assigned, typically the squadron commander. Members serving as a group or other higher level first sergeant are rated by that level commander. The MAJCOM/DRU Command First Sergeant who has been delegated the MAJCOM/DRU Functional Manager duties is rated by the MAJCOM/DRU CCM and the USAF First Sergeant SDM is rated by the Chief Master Sergeant of the Air Force.

10.8. Family Association. First sergeants will not be assigned to the same unit with his or her own military family members in accordance with AFI 36-2110, *Total Force Assignments*. (T-1).

JOHN A. FEDRIGO, SES, SAF/MR
Deputy Assistant Secretary
(Manpower and Reserve Affairs)

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

DoDI 1342.19_AFI36-2908, *Family Care Plans*, 24 January 2019

AFPD 36-21, *Utilization and Classification of Air Force Military*, 22 August 2019

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Leadership and Air Force Association Enlisted Council*, 14 July 2016

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-2502, *Airman Promotion/Demotion Program*, 12 December 2014

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019

AFI 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFI 36-2903, *Dress and Personal Appearance of Military Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-2909, *Professional and Unprofessional Relationships*, 27 April 2018

AFI 36-3012, *Military Entitlements*, 23 August 2019

AFI 36-3101, *Fundraising*, 9 October 2018

AFI 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*, 04 December 2013

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 90-5001, *Integrated Resilience*, 25 January 2019

AFMAN 33-363, *Management of Records*, 1 March 2008

AFH 36-2618, *The Enlisted Force Structure*, 5 July 2018

ANGI 36-101, *The Active Guard/ Reserve (AGR) Program*, 14 August 2014

CNGBI 1400.25, Volume 303, *National Guard Title 32 Dual Status Military Technician Compatibility Program*, 11 December 2018

DoD 5500.7-R, *Joint Ethics Regulation (JER)*, 17 November 2011

Joint Travel Regulation (JTR), Volume I, 1 October 2018

The Air Force Enlisted Classification Directory, 31 October 2009

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AAC—Assignment Availability Code

ADAPT—Alcohol and Drug Abuse, Prevention and Treatment

AEF—Air Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve/Reservist

ANG—Air National Guard

ARC—Air Reserve Component

ASIST—Applied Suicide Intervention Skills Training

CAFSC—Control Air Force Specialty Code

CCM—Command Chief Master Sergeant

CMSgt—Chief Master Sergeant

CONUS—Continental United States

DAFSC—Duty Air Force Specialty Code

DEROS—Date Eligible for Return from Overseas

DOD—Department of Defense

DRU—Direct Reporting Unit

DSG—Drill Status Guardsmen

EPR—Enlisted Performance Report

ETP—Exception to Policy

FAM—Functional Area Manager

FSA—First Sergeant Academy
GSU—Geographically Separated Unit
HQ—Headquarters
MAJCOM—Major Command
MFM—MAJCOM Functional Manager
MPF—Military Personnel Flight
MSgt—Master Sergeant
NGB—National Guard Bureau
NLT—Not Later Than
OPR—Office of Primary Responsibility
PAFSC—Primary Air Force Specialty Code
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PO—Private Organization
RegAF—Regular Air Force
SDAP—Special Duty Assignment Pay
SDI—Special Duty Identifier
SDM—Special Duty Manager
SMSgt—Senior Master Sergeant
SNCO—Senior Noncommissioned Officer
SPECAT—Special Duty Catalogue
STEP II—Stripe for exceptional Performers II
TSgt—Technical Sergeant
UMD—Unit Manning Document
USAF—United States Air Force
UTA—Unit Training Assembly

Terms

Additional Duties—Duties not described in this AFI, the manpower document containing the 8F000 SDI, or the AFECD.

Additional Duty First Sergeant—A SNCO who does not hold the 8F000 CAFSC who is assigned to carry out all the duties and responsibilities of a unit first sergeant on a non-temporary basis (as defined as 30 consecutive days or more). Must be approved and appointed in writing by the unit commander. TSgts may fill this position when no other SNCOs are available.

Assistant First Sergeant—An individual assigned to help the unit first sergeant, most often in an administrative role and does not take the place of a unit first sergeant. May be filled by any rank, but must meet criteria for the Acting/Additional Duty First Sergeant to fill in place of the unit first sergeant.

Commander Involvement Program—The assignment process conducted by the Air Force Executive Talent Management Office-The Chiefs' Group that identifies volunteers for a position for the hiring authority to choose from.

Experienced First Sergeants—Defined as a member who has completed two years as a first sergeant. Members with less than two years' experience may be deemed "experienced" at the discretion of the USAF First Sergeant SDM, ANG Component Functional Manager or AFR Component Functional Manager.

First Sergeant Council—The collection of first sergeants from across an installation as one forum to support and enhance the mission(s) of the installation, the Airmen and families assigned, as well as the community at large. The council is not a PO and is designated for official business. Members may form a PO, but must adhere to AFI 34-223 and DoD 5500.7-R.

First Sergeant Device—Described as a diamond that is placed between the upper facing and lower facing stripes the SNCO enlisted chevron with the same color as the stripes of the chevron. Members who meet the criteria will wear the chevron only when fulfilling 8F000 SDI duties; once the member is no longer qualified as outlined in this instruction, they may not wear the device.

Geographically Separated Units (GSUs)—For the purposes of this AFI, a GSU is defined as a unit that is separated from the host or main operating base that provides support. The host or main operating base is defined as the base where the member's MPF located.

Human Resource Management Strategic Board (HSB)—Chaired by the Deputy Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MRR) and consists of core members and strategic principals. Core members include SAF/MRR, SAF/FMP, AF/A1X, AF/REP, and NGB/A1. The HSB implements strategic direction from the HSC and provides strategic recommendations to the HSC. They serve as the policy implementation board to the HSC and are responsible for integration of IT requirements while recommending allocation of resources across the HRM Domain.

Honorable—In reference to service as a first sergeant, "honorable" is defined as someone who was not withdrawn from the SDI in accordance with **Chapter 6** and/or has not received disciplinary action during the tenure as a first sergeant.

Host Wing Command Chief Master Sergeant—The command CMSgt for the wing designated to provide host services to all units on the installation, as well as GSUs the wing is responsible for.

Inter-Command PCA Moves—Moves between units of different MAJCOMs, FOAs, or DRUs occurring on the same installation. Coordination between MAJCOM/DRU Functional Managers and AFPC/DP2OSS is required to complete these types of moves.

Key Developmental Position—The Duty Air Force Specialty Code (DAFSC) of an airman who is serving in a nominative CMSgt position.

Key Spouse—The Key Spouse is one or more military spouses formally appointed by the unit commander to serve this role as defined by current guidance. It is part of the unit Key Spouse Program consisting of the Commander, Key Spouse Mentor, First Sergeant, Key Spouse(s) and

Airman and Family Readiness Center. Training is conducted by the Airman and Family Readiness Center and the Key Spouse(s) must be appointed in writing by the unit commander.

Mandatory Mover—Defined as an individual who must move to another unit of assignment or return to their PAFSC at the completion of their controlled tour.

Manpower Authorization—A position that has been identified as being authorized an 8F000 based on the manpower standard. The authorization does not automatically result in funding or manning.

Nominative Process—A process where individuals are nominated by their senior rater regardless of volunteer status and forwarded to the hiring authority for selection.

Private Organization (PO)—An organization that is formed among members of a community that does not have an official status. The First Sergeant Council is not by definition a PO, but the members of the council may choose to form a PO which must adhere to AFI 34-223 and DoD 5500.7-R.

Special Duty—An assignment outside a normal career field and most often for a limited period of time. Special duties are uniquely identified within an AFSC or with an SDI.

Special Duty Assignment Pay (SDAP)—Pay received on a regular basis by individuals serving unique duty positions and meeting specific qualifications as outlined in AFI 36-3017.

Special Duty Identifier (SDI)—awarded to denote qualifications the same way AFSCs are awarded. The AFECDC specify SDI qualifications. Award of the 8F000 is only authorized upon completion of the FSA and when an Airman is filling a funded 8F000 UMD authorization.

Stabilized Tour—A tour at an installation with a minimum time length. Members are not normally subject to PCS, but may PCA while serving on a stabilized tour.

Mission Partner Wing Command Chief Master Sergeant—The CCM for a wing that is not designated as the host wing command CMSgt. This individual is not designated as the installation functional manager, but should be involved in all aspects of first sergeants assigned to their wing.

Over-grade Status—An assignment condition where an AGR Airman's grade exceeds the maximum military grade authorized for Unit Manning Document (UMD).

Tenure—The period of time a member serves as a first sergeant. The RegAF, AFR and ANG initial tenure is four years. Extensions beyond the initial tenure are granted by a number of months or years and additional tenures are defined on a case-by-case basis.

Unit—A unit is any defined Air Force unit and is typically a squadron, group, wing, directorate, or center.

Withdrawal—When a member is removed from the 8F000 SDI, either based on the member's request or by recommendation of the unit commander. Withdrawal is considered "for cause" and disqualifies the member from the AFSC. A member who has their 8F000 SDI withdrawn in accordance with **Chapter 6** of this instruction will not carry the SDI as a secondary or tertiary AFSC.

Attachment 2

SAMPLE FIRST SERGEANT ORIENTATION CHECKLIST

Figure A2.1. Sample First Sergeant Orientation Checklist.

Name:		Unit:	
Task	Subject/Office and OPR	OPR	Complete
1	CCM Perspective: Meet with Wing CCM - sched: _____ Meet with host Wing CCM (if different) - sched: _____		
2	First Sergeant Council: Introduction to chair & provide council contact roster		
3	Command Post: Discuss notification procedures, update personal contact information		
4	Security Forces: establish rapport with key personnel, discuss local procedures and trends and update contact information		
5	Office of Special Investigations: establish rapport with key personnel, discuss local procedures/trends and update contact information		
6	Confinement: Understand local procedures for assignment of airmen to confinement facilities; locations/contact of all community jails		
7	Dress and Appearance: Familiarize with MAJCOM, local policies and supplements		
8	Drill Requirements: Familiarize with local reveille, retreat, change of command & other drill		
9	Recognition Ceremonies: Familiarize with local promotion, retirement, award, induction		
10	Suicide Intervention/Applied Suicide Intervention Skills Training (ASIST): Suicide prevention techniques/local resources		

11	Critical Incident Stress Management (CISM): Dealing with traumatic events/CISM team members		
12	Sexual Assault: Awareness and Prevention Understand local procedures for awareness and prevention programs		
13	Article 15/Court Martial: Process and Procedures Understand local policy and procedure for judicial/non-judicial punishment process		
14	Drug Demand Reduction/inspection testing: Understand local procedure for trusted agent appointment/testing		
15	Military Equal Opportunity: Establish rapport, receive key personnel briefing		
16	Inspector General: Establish rapport, receive key personnel briefing		
17	Career Assistance Advisor: Establish rapport, discuss programs, issues and trends		
18	Mortuary Affairs: Establish rapport and receive program overview		
19	Protocol: Establish rapport and discuss services that are available		
20	Chaplain: Establish rapport with unit/installation chaplain, discuss climate/concerns		
21	Family Support Center (Air Force Aid, Personal Financial Management Program, Key Spouse, Readiness noncommissioned officer, etc.): Establish rapport and receive key personnel briefing		
22	Family Advocacy: establish rapport, receive key personnel briefing, discuss Exceptional Family Member Program/Central Registry Board/domestic violence procedures, roles & responsibilities		

Task	Subject/Office and OPR	OPR	Complete
23	Hospital/Clinic/Tricare: Understand local points of contact, procedures and concerns		
24	Mental Health Office: Establish Rapport/discuss programs, referral, Commander Directed Evaluation & contact procedures		
25	Alcohol and Drug Abuse, Prevention and Treatment (ADAPT): Establish rapport, receive key personnel briefing, discuss local issues		
26	Health and Wellness Center: Establish rapport, receive key personnel briefing, discuss program/issues		
27	Off-Base Agencies (Red Cross, etc): Understand availability and contact information of local agencies		
28	Judge Advocate (JA): Establish rapport, receive key personnel briefing, discuss procedures/trends		
29	Area Defense Counsel: Establish rapport, receive key personnel briefing, discuss procedures/trends		
30	Special Victims Counsel (SVC): Establish rapport, receive key personnel briefing, discuss procedures/trends		
31	Professional Military Education: Understand availability, eligibility, selection and deferral process for enlisted professional military education		
32	Resource Allocation: Understand use of POs, SM&W funds, etc.		

33	<p>Details:</p> <p>Understand base procedures for detail selection, augmentees, etc.</p>		
34	<p>Family Care: Understand Air Force and local policies and procedures for successful implementation of Family Care Plans</p>		
35	<p>Housing/Dormitory: Understand Air Force, MAJCOM and local policy for family and unaccompanied housing</p>		
36	<p>Leave Program:</p> <p>Understand local ordinary/emergency leave, Permissive Temporary Duty and pass procedures</p>		
37	<p>Fitness:</p> <p>Understand local facilities to maintain an effective unit fitness program</p>		
38	<p>Recognition Programs:</p> <p>Understand local and MAJCOM awards and recognition programs</p>		
39	<p>Decorations:</p> <p>Understand MAJCOM/local policy for awarding/presenting decorations</p>		
40	<p>EPRs:</p> <p>Understand local procedures for EPRs and Senior Rater Endorsements</p>		
41	<p>Promotions/Below-The-Zone/Stripes for Exceptional Performers:</p> <p>Understand MAJCOM and local promotion requirements/procedures</p>		
42	<p>Separations:</p> <p>Understand MAJCOM and local procedures for administrative separations</p>		
43	<p>Line of Duty/Medical Evaluation Board:</p> <p>Understand procedures for making Line of Duty and Medical Evaluation Board process</p>		

44	Contingency/Mobility Operations: establish rapport with UDM/Personnel Readiness Unit understand installation deployment plan and local procedures		
45	Exercises and Inspections: Understand local inspection requirements/cycle		
46	Civilian Personnel: Understand civilian programs/establish rapport with the Civilian Personnel Office		
47	AF Components: Understand aspects/relationship of RegAF, ANG and AFR personnel units/programs on the installation		