



***USAF First Sergeant Academy***

---

***FIRST SERGEANT  
RESPONSIBILITIES***

***References: AFI 36-2108  
AFI 36-2113***

***People are our business***



# **OVERVIEW**



- ***SOURCE OF AUTHORITY***
- ***SUPERVISORY CHAIN***
- ***DUTIES***
- ***ADDITIONAL DUTIES***
- ***STAFF DUTIES***
- ***YOU ARE THE MODEL***

***People are our business***



# ***SOURCE OF AUTHORITY***



- ***G-SERIES ORDER***
- ***THE FIRST SERGEANT CAREER FIELD ENCOMPASSES THOSE FUNCTIONS DERIVED FROM AN EXTENSION OF THE AUTHORITY OF THE UNIT COMMANDER.***

***People are our business***



# ***SUPERVISORY CHAIN***



- ***REPORTING OFFICIAL IS TO BE CONSISTENT WITH THE ORGANIZATIONAL ALIGNMENT.***
- ***REPORTING OFFICIAL***
  - ***UNIT COMMANDER***
  - ***HEADQUARTERS SQUADRON SECTION COMMANDER***

***People are our business***



# ***DUTIES***

---


➤ ***PROMOTES WELFARE, MORALE,  
AND HEALTH OF ENLISTED  
PERSONNEL***

- ***VISIT WORK, HOUSING, & RECREATION AREAS***
- ***ADVISE CC ON UNIT MORALE & WELFARE***
- ***COUNSEL TO RESOLVE PROBLEMS &  
COMPLAINTS***
- ***PROMOTE SPORTS & SOCIAL EVENTS***
- ***VISIT PERSONNEL IN HOSPITAL***

***People are our business***



# ***DUTIES***

- 
- ***ADVISES & ASSISTS THE CC IN MAINTAINING DISCIPLINE & STANDARDS***
    - ***MAINTAIN OWN PERSONAL APPEARANCE***
    - ***PROVIDE GUIDANCE ON LEADERSHIP, MILITARY COURTESY, & PERSONAL APPEARANCE***
    - ***CORRECT CONDUCT PREJUDICIAL TO GOOD ORDER & DISCIPLINE***

***People are our business***



# ***DUTIES***

---

➤ ***ASSISTS THE CC IN PREPARING & PRESENTING UNIT TRAINING & INFORMATION PROGRAMS***

- ***ATTEND STAFF MEETINGS***
- ***ASSIST IN COMMANDER'S CALL***
- ***PROVIDE TRAINING IN MILITARY SUBJECTS***
- ***MONITOR SPONSORSHIP PROGRAM***
- ***CONDUCTS ORIENTATION PROGRAM***

***People are our business***



# ***DUTIES***

---

## ***➤ SUPERVISES CARE & UPKEEP OF UNIT DORM & GROUNDS***

- SUPERVISES DORMITORY MANAGER***
- COORDINATE WITH CE/SERVICES***
- INSPECTS DORMITORY ROOMS &  
COMMON AREAS***
- INSPECTS SQUADRON AREAS***

***People are our business***





# ***DUTIES***



## ***➤ MONITORS UNIT ADMINISTRATION***

- SUPERVISES ADMINISTRATIVE ACTIONS DIRECTED BY CC***
- SCHEDULES UNIT FUNCTIONS, ETC.***
- ENSURES TIMELY PROCESSING OF PERSONNEL ACTIONS***

***People are our business***



# ***ADDITIONAL DUTIES***

---

- ***FIRST SERGEANTS MUST NOT BE ASSIGNED DUTIES OTHER THAN THOSE CONTAINED IN THEIR SPECIALTY DESCRIPTION IAW AFMAN 36-2108, "AIRMAN CLASSIFICATION"***
- ***SHOULD NOT BE:***
  - ***TRAINING NCO***
  - ***MOBILITY NCO***

***People are our business***



# ***STAFF DUTIES***

- ***BE FAMILIAR WITH COMMANDER'S SUPPORT STAFF***
- ***SUPERVISE COMMANDER'S SUPPORT STAFF?***
- ***USE THEM--DO NOT ABUSE THEM***
- ***CONTINUITY BOOK?***

***People are our business***



# ***YOU ARE THE MODEL!!***

---

➤ ***ARE YOU WATCHING OUT FOR YOURSELF?***

- TECHNICAL QUALIFICATIONS***
- CONTINUING EDUCATION***
- PHYSICAL CONDITIONING***
- INTELLECTUAL CONDITIONING***
- SPIRITUAL CONDITIONING***
- WALK THE WALK***

***People are our business***



# ***SUMMARY***

---

- ***SOURCE OF AUTHORITY***
- ***SUPERVISORY CHAIN***
- ***DUTIES***
- ***ADDITIONAL DUTIES***
- ***STAFF DUTIES***
- ***YOU ARE THE MODEL***

***People are our business***