



WARRIOR MEDIC NOTAM – 59MDW-18-06
First Sergeant Management
18 July 2018



PURPOSE: To implement 59th Medical Wing (MDW) First Sergeant Management policy.

COMMANDER'S INTENT: The 59 MDW Commander's intent is to ensure First Sergeants are properly and effectively utilized, and afforded growth and development opportunities.

BACKGROUND: Per AFI 36-2113, The First Sergeant, "the first sergeant primarily supports the mission through interaction, support and management of Airmen and families. The first sergeant works directly for and derives authority from the unit commander, and serves a critical link for the commander within the unit." As such, this critical position requires appropriate oversight, guidance and freedom of maneuver to effectively execute the mission.

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, first sergeants will be assigned to, and rated by, the unit commander for which they primarily work. If the first sergeant

- a. Is specifically assigned to a squadron, the squadron commander will rate the member.
- b. Is primarily assigned to a single squadron, but provides services to another unit (ie second squadron and/or group/wing staff), the primary squadron commander should rate the member.
- c. Oversees multiple squadrons, the Group Commander should rate the member.

NOTE: Commanders should consult with the 59 MDW Command Chief (CCM) on rating chains involving first sergeants.

2. The 59 MDW/CCM serves as the 59th Medical Wing's First Sergeant Functional Manager and oversees First Sergeant rotations within the wing. First sergeants will normally rotate units on a 15-18 month basis or as needed based on mission requirements. The 59 MDW/CCM will

- a. Work with 59 MDW group superintendents to prioritize units earning first sergeant allocations.
- b. Work with the First Sergeants Council to maintain a flexible rotation schedule that meets mission requirements.
- c. Work with the 502 ABW/CCM to facilitate appropriate rotations in and out of 59 MDW to facilitate first sergeant development.
- d. Work with unit commanders to best match first sergeants to units, within given resource and time constraints.

3. Per AFI 36-2113 para 2.12.8, first sergeants "will not be assigned significant additional duties." Commanders who wish to leverage their assigned first sergeants to accomplish additional duties should consult with the 59 MDW/CCM.

4. To ensure our first sergeant corps builds and maintains resilience, each first sergeant will take at least one weekend off per month, with another viable military member assuming first sergeant duties for that period. In addition,

- a. Each first sergeant will meet one-on-one, in person, with the 59 MDW/CCM on a quarterly basis.
- b. The first sergeants will stand down one Friday per quarter, with other viable military member assuming first sergeant duties for that period, to conduct group resilience and development training. The 59 MDW/CCM or designee will facilitate.

5. In addition to meeting weekly with the Joint Base San Antonio First Sergeants Council, the first sergeants will conduct a 59 MDW-specific First Sergeant Council meeting twice monthly to facilitate crosstalk and professional development.

- a. Every first sergeant and additional duty first sergeant is highly encouraged to attend.
- b. To the greatest extent possible, the First Sergeant Council will invite a guest speaker to each meeting to train on a particular section, policy, or process relevant to first sergeant duties and our Airmen at large.

6. In addition to the mandated Joint Base San Antonio First Sergeant Council offsite, the 59 MDW First Sergeant Council will hold a one-day offsite semi-annually to conduct council business, build camaraderie, and leverage professional development opportunities.

POC: Direct questions regarding this NOTAM to the 59 MDW Command Chief at DSN 554-7015.



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