|  |
| --- |
| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****107TH ATTACK WING****9910 BLEWETT AVE****NIAGARA FALLS ARS, NEW YORK 14304** | **ANNOUNCEMENT #: NF** 23-08 |
| **DATE: 22 December 2022** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT: 107th ATTACK WING** | **AFSC: 1W0X1****MAX RANK:** SSgt |
| **POSITION TITLE:** Services | **AREA OF CONSIDERATION:** Nationwide**Anyone Eligible To Join The Air National Guard** who meet the qualifications for these positions |
| **SPECIALTY SUMMARY**Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriatedfund (APF) and Food 2.0 food service activities; fitness and sports programs; community support functions; recreation; Force Support readiness programs; contingency quarters; laundry; mortuary affairs program; and non-appropriated fund (NAF) operations while in-garrison and in deployed environments. Operates and supervises automated information management systems. Deploys and employs in support of theater operation plans, contingency operations, natural and man-made disasters. Knowledge and proficiency to operate in hostile environments created by terrorism, sabotage or chemical, biological, or conventional warfare. |
| **DUTIES AND RESPONSIBILITIES**2.1. Manages Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customersatisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to controlresources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levelsand safeguarding procedures. Maintains liaisons with civilian industry to keep abreast of current trends, product development, and improvedservice techniques. Evaluates contractor performance in outsourced Services functions. Determines APF and NAF budget requirements.Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment. Identifies facilityrequirements and conducts surveys to determine facility renovation, construction, and modernization. Develops capital expenditures programsfor NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures.2.2. Operates food service activities. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervisesand manages Dining Facilities, Flight Kitchens, Alert Facilities, Small (MUNS) Sites, and Missile Alert Facility Feeding Operations(MAFFO), Kiosks, and Provisions on Demand. Manages subsistence distribution, warehouse, and logistical functions. Operates fixed, barebase, missile alert and portable facilities and equipment.2.3. Executes fitness and sports programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unitfitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison withcommanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual andgroup exercise regimens. Explains concepts of fitness requirements. Demonstrates proper conditioning procedures, weight training and aerobicequipment techniques.2.4. Performs recreation programming and community support functions. Plans and provides and Morale, Welfare, and Recreation (MWR)programs and activities. Performs marketing and advertising for community support functions. Operates MWR functions. Executes directedand self-directed programs and events.2.5. Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Oversees home stationreadiness training. Oversees base support plan and continuity of operations plan program management. Performs unit deployment managerresponsibilities. Operates unit control center (UCC) command and control operations.2.6. Establishes and manages contingency quarter’s operations. Determines lodgment of inbound personnel. Maintains locator system.Monitors contingency quarter’s occupancy status and determines availability of transient quarters.2.7. Performs mortuary affairs administration functions. Performs mortuary operational support. Conducts, trains, and supervises teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files. |
| **INQUIRIES ABOUT POSITIONS****Please Contact The Recruiting Office @ 716-236-3085 or email @ Nicholas.Dodge.1@us.af.mil for Qualification and Eligibility Questions.** |