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| **109 AW Administration Vacancy Announcement**  **( DSG Enlisted )** | | |
| **NEW YORK AIR NATIONAL GUARD**  **109th AIR NATIONAL GUARD BASE**  109th Airlift Wing  Stratton Air National Guard Base  Scotia, NY 12302-9752 | **ANNOUNCEMENT NO:** | 23-109-ADMIN |
| **DATE:** | 30 December 2022 |
| **CLOSING DATE:** | UNTIL FILLED |
| **UNIT:**  109th AW Staff  Stratton ANGB Scotia, NY 12302-9752 | **AFSC:** | 3F5X1 |
| **MAX AVAILABLE GRADE:** SSgt (E-5) | **AREA OF CONSIDERATION:** **NATIONWIDE**:  All Traditional Guardsman (includes technicians) who meet the basic qualifications for this position.  **Anyone Eligible To Join The New York Air National Guard** | |
| **POSITION TITLE:** Administration Apprentice |
| **SPECIALTY SUMMARY** *(As outlined in the current AFECD - 31OCT2022)*  Provides administrative support to Department of the Air Force, joint, D oD, and organizations. Coordinates,  performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to  include human resources, executive staff support, office management, postal operations, official mail, and a variety of other services and  duties.  **DUTIES AND RESPOSIBILITIES** (*IAW the current AFECD – 31OCT2022)*  2.1 Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations,  decorations, recognition programs, supervisory data, in-/out-processing personnel and manpower authorization requests. Ensures  accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and  military personnel organizations.  2.2. Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians to  include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists commanders at all levels in planning,  preparing, arranging, and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support  and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.  2.3. Office Management. Manages processes and activities to support organizational communications, including correspondence  preparation, distribution, suspense tracking, workflow management, electronic mail management and content management. Performs  various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and  customer services duties. Ensures communications comply with standards for style and format  2.4. Postal Operations. Includes overseas Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities  (MCA). Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services for authorized users of the MPS.  Provides security for all mail and performs postal directory services. Accepts items for mailing and advises patrons of all applicable  postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operation plans, and maintains adequate  stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back  to United States Postal Service (USPS). Receives, sorts, and distributes incoming and outgoing mail and resolves issues with commercial  and military modes of transportation. Monitors air carrier facilities to ensure all mail tendered to carriers is moved per established  schedules or agreements and coordinate flight line/warehouse access as required.  2.5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier while ensuring proper receipt and  accountability in accordance with Private Express Statutes. Operates Official Mail Center (stateside and overseas) and prepares/distributes  organizational mail to authorized users. Records/tracks daily unit mail expenditures and submits report to local resource advisor for  reimbursement actions. Submits annual appropriated funds expenditure reports to their Command Official Mail Manager or via the automated military postal system at the end of each fiscal year. Performs contracting officer representative duties when operations within the Official Mail Center are contracted out.  **QUALIFICATIONS AND SELECTION FACTORS:**  3.1. Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for  personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.  3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.  Courses in business, English composition, computer software, and keyboarding are desirable.  3.3. Training. For award of AFSC 3F531, completion of Administration initial skills course is mandatory. | | |
| 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:  3.4.1. 3F551. Qualification in and possession of AFSC 3F531. Experience performing administrative functions such as office management, human resources, executive support, postal, official mail, other support, and completion of the Administration Journeyman Course. | | |

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| **TO INQUIRY ABOUT THIS or ANY 109TH AIRLIFT WING POSITIONS:**  **Please Contact The 109th Recruiting Office @ 518-344-2456 or 109.AW.Recruiting@us.af.mil, with any Qualification/Eligibility or Vacancy Questions.** |