

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

(Newly Commissioned or Commissioned)

**NEW YORK AIR NATIONAL GUARD
STEWART AIR NATIONAL GUARD BASE
1 MAGUIRE WAY
NEWBURGH, NY 12550-5075**

ANNOUNCEMENT 18-2

OPEN: 1 Mar 2018

CLOSE: 7 May 2018

**UNIT: 105TH FORCE SUPPORT SQ
POSITION TITLE: Force Support Officer
AFSC: 38F (ENTRY LEVEL)
AUTH GRADE: Major**

**AREA OF CONSIDERATION
Nationwide**

DUTIES AND RESPONSIBILITIES (AS OUTLINED IN AFMAN 36-2105)

Duties and Responsibilities: Formulate force support plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance. Oversee and conduct strategic sourcing studies. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations. Develop and administer fitness programs designed to regenerate the Total Force. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force. Lead Quality of Service programs and business operations. Establish and maintain sound APF & NAF financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.

QUALIFICATION AND SELECTION FACTORS: Selection for this position will be made without regard to race, religion, color, creed, sex or National origin. Applications are subject to review by the FSS and

as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for Nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

MINIMUM QUALIFICATIONS: Must be 18 years or older and commissioned prior to his/her 40th birthday. All applicants must submit proof of citizenship and be citizens of the United States IAW Title 32, U.S.C., Section 313. A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post Secondary Education is required for all appointment.

EDUCATION

For entry into this specialty, undergraduate academic specialization in human resource management, business administration, sociology, psychology, public administration, mathematics, industrial engineering, industrial engineering technology, management engineering, systems management, computer science management, organizational development, behavioral science, operations research, education, hospitality, restaurant and hotel management, recreation, fitness, finance, or accounting is desirable.

APPLICATION PROCEDURES: Applicants will prepare and forward a cover letter, or a copy of this vacancy announcement, Resume, and Air Force Form 24, (Application for Appointment as Reserve of the Air Force or USAF Without Component), Official Transcripts, AFOQT Scores, vMPF RRIP, fitness test and copy of DD 214 (for prior service members if applicable) to: 105th FSS/CC, ATTN: MSgt John Sileno, 1 MAGUIRE WAY, NEWBURGH NY 12550-5075. **For more information call: MSGT JOHN SILENO @ 845-563-2194 or EMAIL: john.g.sileno2.mil@mail.mil**

DISTRIBUTION:

HQ-NYANG
ALL 105TH AW SQUADRONS
213TH EIS