

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT		
NEW YORK AIR NATIONAL GUARD AIR NATIONAL GUARD BASE 109 th Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752	ANNOUNCEMENT#:	A25-02
	OPENING DATE:	1 Nov 2024
	CLOSING DATE:	31 Dec 2024
UNIT: 109th FORCE SUPPORT SQ.	AFSC: 38FX (38F3)	
MAX AVAILABLE GRADE: * Min Grade O-1/Max Grade O-3	AREA OF CONSIDERATION: <u>Nationwide:</u> All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG.	
POSITION TITLE: FORCE SUPPORT OFFICER		
SPECIALTY SUMMARY: <u>(As outlined in AF Officer Classification Directory)</u> Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, Compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders.		
SPECIALTY QUALIFICATIONS:		
KNOWLEDGE: <u>The following knowledge is mandatory for the AFSCs indicated:</u> Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Resource Management, Mortuary Affairs, Casualty, and Quality of Service Programs.		
EDUCATION: For entry education requirements see Appendix A, 38F CIP Education Matrix.		
TRAINING: <u>The following training is mandatory for the AFSCs indicated:</u> For award of AFSC 38F3, completion of Force Support Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory. A waiver from the CFM is required if any portion of IST is not completed. A minimum of 24 months of experience is also mandatory. In addition, within 24 months of graduating Force Support Officer IST, an officer must also complete the Follow-On Unit Training (FOUT) outlined in the Career Field Education and Training Plan (CFETP), Basic KSA Course, and Basic Contingency Course. All requirements must be certified by the FSS commander or senior career field leader assigned to the organization. A waiver from the CFM is required if the FOUT or other tasks cannot be completed within the 24-month period. ANG and AFR personnel will coordinate waivers with their component CFM and the RegAF CFM.		
EXPERIENCE: Experience. For award of AFSC 38F3, a minimum of 24 months of experience is mandatory.		

DUTIES AND RESPONSIBILITIES:

- Formulate personnel 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.
 - 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, and NAF resale operations for both peace and wartime operations.
 - Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
 - 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 appropriated and non-appropriated fund 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.
- 2.15. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

OBIS: An Officer Screening and Interviewing Board (OSIB) is scheduled to convene to interview all qualified applicants. Applicants will be informed in writing, or telephonically of date and time to appear.

APPLICATION PROCEDURES: All applicants will prepare and forward the following no later than close of business on closing date either by email:

- Cover Letter
- Resume
- Last 3 OPRs or EPRs
- One copy of the AF Form 24 (Application of Appointment as Reserve of the Air Force or USAF Without Component)
- Copy of Current Official College Transcripts
- Qualifying AFOQT Score

All **PRIOR SERVICE** applicants will prepare and attach the following in addition to the above requirements no later than close of business on closing date either by email:

- A Record of Separation/Discharge from the US Armed Forces (if applicable)
- A recent vMPF records review RIP
- Most current Physical Fitness Evaluation Report (if applicable).

Application must be received no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.

SELECTION BOARD

A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear.

Selecting Official: Maj. Tracy Pauquette

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

EMAIL: luke.morizio@us.af.mil

EMAIL: tracy.pauquette@us.af.mil

SUBJECT: 25- 109th Force Support Officer