

**CEM Code 3F500****AFSC 3F591, Superintendent****AFSC 3F571, Craftsman****AFSC 3F551, Journeyman****AFSC 3F531, Apprentice****AFSC 3F511, Helper****★ ADMINISTRATION****(Changed 31 Oct 22)**

1. **★ Specialty Summary.** Provides administrative support to Department of the Air Force, joint, DoD, 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. Related DoD Occupational Subgroups: 151000 and 155400

**2. ★ Duties and Responsibilities:**

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.

**3. ★ Specialty Qualifications:**

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.

3.4.2. **3F571.** Qualification in and possession of AFSC 3F551. Experience supervising, performing administrative functions and completion of the Administration Craftsman Course.

3.4.3. **3F591.** Qualification in and possession of AFSC 3F571. Experience managing and directing administrative functions.

3.5. **Other.** The following are mandatory as indicated:

3.5.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management*.

3.5.3. For award of this AFSC, must possess and maintain a valid state driver's license to operate government motor vehicle (GMV) in accordance with AFI 24-301, *Ground Transportation*.