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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** | |
| **NEW YORK AIR NATIONAL GUARD**  **106 RESCUE WING**  **150 OLD RIVERHEAD RD.**  **WESTHAMPTON BEACH, NY 11978** | **ANNOUNCEMENT #:** FY 25-0326 |
| **DATE:** 26 MARCH 2025 |
| **CLOSING DATE: 25 APRIL 2025** |
| **UNIT:** 106 RESCUE WING | **AFSC:** 38F3  **RANK:** O-4 / MAJOR |
| **POSITION TITLE:**  FORCE SUPPORT OFFICER  EQUAL OPPORTUNITY | **AREA OF CONSIDERATION: NATIONWIDE**  FULLY QUALIFIED (EO) OFFICER |
| **SPECIALTY SUMMARY**  (As outlined in AFECD, 31 OCT 2024)  Specialty Summary. 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. | |
| **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.  2.2. 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.  2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.  2.4. 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.  2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.  2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.  2.7. Oversee and conduct strategic sourcing studies.  2.8. 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. | |
| **CLEARANCE**  Secret, as a minimum.  (SEE REVERSED) | |
| **INQUIRIES ABOUT POSITIONS**  **Please Contact TSGT CACOPERDO 631-723-7339 /** [**joseph.cacoperdo@us.af.mil**](mailto:joseph.cacoperdo@us.af.mil) | |