

TRADITIONAL GUARD VACANCY ANNOUNCEMENT

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| NEW YORK AIR NATIONAL GUARD AIR NATIONAL GUARD BASE 109 th Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752 | ANNOUNCEMENT# | O-25-123 |
| | OPENING DATE: | 13 June 2025 |
| | CLOSING DATE: | 18 July 2025 |
| UNIT: 109 Force Support Squadron | Desired AFSCs: None-applicants must meet all 38FX AFOCD requirements. | |
| AVAILABLE GRADE: Maj Applicants Min Grade: Capt | AREA OF CONSIDERATION: Nationwide | |

POSITION TITLE: Force Support Officer

APPLICATION PROCEDURES: All applicants will prepare and forward the following documents by email:

- Cover Letter, Resume, Current Biography of applicant, Last 3 OPR's
- Most recent vMPF records review RIP (within last 60 days)
- Most current Physical Fitness Evaluation Report from myFitness (must be current and not overdue test)

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

Applications will only be accepted with all documents in a single PDF

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

SEND APPLICATIONS TO: tracy.burroughs.1@us.af.mil

EMAIL SUBJECT: Force Support Officer Position Vacancy Advertisement

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 Burroughs

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 nonappropriated 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. Institute customer service practices are designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

MINIMUM QUALIFICATIONS as listed in AFECD/AFOCD:

Knowledge. Knowledge of the following core responsibilities are mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Workforce Analytics, 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. For award of AFSC 38F3, completion of the Initial Force Support Officer Course (IFSOC) is mandatory for Company Grade Officers. A waiver from the CFM is required if any portion of IFSOC is not completed. In addition, an officer must also complete Follow-On Unit Training (FOUT) in myTraining as outlined by the Career Field Education and Training Plan (CFETP) within 24 months (96 IDT periods for Air Reserve Components) after graduating IFSOC for CGOs or the Basis and Intermediate Force Support Competency Courses for FGOs. 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. Air Reserve Component (ARC) personnel will coordinate waivers with their component CFM and the RegAF CFM.

OTHER QUALIFICATIONS:

No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for: 3.5.2.1. Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates; or Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or documented failures (LOA, LOR or Article 15); or Taking or failing to act in situations, thereby exhibiting a lack of integrity; or A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ). No convictions by a general, special or summary courts-martial. No Unfavorable Information File. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. *NOTE:* Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses. No recorded evidence of substance abuse, emotional instability, personality disorder, or other unresolved mental health problems.