

## TRADITIONAL GUARD VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD AIR NATIONAL GUARD BASE 109 <sup>th</sup> Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752	ANNOUNCEMENT#	E-25-123
	OPENING DATE:	24 June 2025
	CLOSING DATE:	25 July 2025
UNIT: 109 Force Support Squadron	Desired AFSCs: 3F1X1	
AVAILABLE GRADE: MSgt Min Grade: TSgt-Promotion Eligible to MSgt 2 Positions are available	AREA OF CONSIDERATION: Nationwide	
POSITION TITLE: Unit Training Manager		
APPLICATION PROCEDURES: <u>All applicants will prepare and forward the following documents by email:</u> <ul style="list-style-type: none"><li>Cover Letter, Resume, last EPB</li><li>Most recent vMPF records review RIP (within the last 60 days)</li><li>Most current Physical Fitness Evaluation Report from myFitness (must be current and not overdue test)</li></ul> <p><u>Application must be received no later than the closing date of vacancy announcement. Incomplete applications will not be considered.</u></p> <p><u>Applications will only be accepted with all documents in a single PDF</u></p>		
APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL		
SEND APPLICATIONS TO: <a href="mailto:stephanie.keating@us.af.mil">stephanie.keating@us.af.mil</a>		
SUBJECT: Services Position Vacancy Advertisement		
<b><u>SELECTION BOARD:</u></b> 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.		
<b><u>Selecting Official:</u></b> SMSgt Stephanie Keating		
<b>DUTIES AND RESPONSIBILITIES:</b> Manages Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levels and safeguarding procedures. Maintains liaisons with civilian industry to keep abreast of current trends, product development, and improved service techniques. Evaluates contractor performance in outsourced Services functions. Determines APF and NAF budget requirements. Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Operates food service activities. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervises and manages Dining Facilities, Flight Kitchens, Alert Facilities, Small (MUNS) Sites, and Missile Alert Facility Feeding Operations (MAFFO), Kiosks, and Provisions on Demand. Manages subsistence distribution, warehouse, and logistical functions. Operates fixed, bare base, missile alert and portable facilities and equipment. Executes fitness and sports programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unit fitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Explains concepts of fitness requirements. Demonstrates proper conditioning procedures, weight training and aerobic equipment techniques.		

Performs recreation programming and community support functions. Plans and provides and Morale, Welfare, and Recreation (MWR) programs and activities. Performs marketing and advertising for community support functions. Operates MWR functions. Executes directed and self-directed programs and events. Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Oversees home station readiness training. Oversees base support plan and continuity of operations plan program management. Performs unit deployment manager responsibilities. Operates unit control center (UCC) command and control operations. Establishes and manages contingency quarter's operations. Determines lodgment of inbound personnel. Maintains locator system. Monitors contingency quarter's occupancy status and determines availability of transient quarters. Performs mortuary affairs administration functions. Performs mortuary operational support. Conducts, trains, and supervises teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

**MINIMUM QUALIFICATIONS as listed in AFECD:**

**Knowledge.** Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu forecasting; contingency quarters; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources, procedures and processes; facility and equipment maintenance procedures; basic business administration concepts; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness and plans.

**Education.** For entry into this specialty, completion of high school or higher education level is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.

**Training.** For award of AFSC 3F131, completion of the Services Apprentice course is mandatory.

**Other.** The following are mandatory as indicated: For entry into this specialty, see attachment 4 for entry requirements. For entry, award, and retention of these AFSCs: Ability to speak distinctly. Never been convicted by courts-martial. Never been convicted and sentenced to confinement by a civilian court. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. For award and retention of these AFSCs: Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.