

TRADITIONAL GUARD 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#:	A25-09
	OPENING DATE:	1 Jul 2025
	CLOSING DATE:	31 Jul 2025
UNIT: 109 th Mission Support Group	AFSC: 30C0	
MAX AVAILABLE GRADE: Min Grade: O-5 Max Grade: O-5	AREA OF CONSIDERATION: Statewide	
POSITION TITLE: Deputy Commander Mission Support Group		
SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Enlisted Classification Directory) Commands Support Group. Directs and monitors support activities and units. Ensures cohesive integration of functions and resources in force protection; civil engineering (CE); communications - computer; morale, welfare, recreation, and services (MWRS); public affairs; personnel; information management; and manpower to support installation, Wing, and mission needs. Related DoD Occupational Group: 270300.		
MINIMUM QUALIFICATIONS: Must meet the minimum requirements as outlined in AFI 36-2005 and ANGI 36-2005.		
SPECIALTY QUALIFICATIONS (IAW AFECD dated 31 October 2022):		
KNOWLEDGE: The following knowledge is mandatory for the AFSCs indicated: For award and retention of this AFSC, knowledge is mandatory of: Air Force management concepts and objectives, and their relationship to mission accomplishment; concepts and directives governing the administration of military justice; principles of military administration; personnel management; resource management; force protection; MWRS; communications - computers and visual information; public affairs; and manpower.		
EDUCATION: Member must meet initial accession requirements as annotated in AFMAN 36-2032. For entry into this specialty, a Master's degree in management, or business administration with a major in management is desirable.		
TRAINING: The following training is mandatory for the AFSCs indicated: Not used.		
OTHER: For entry into this SDI, the following are mandatory: Not used.		
DUTIES AND RESPONSIBILITIES: Directs support units. Determines requirements of assigned units by analyzing mission and interpreting directives, orders, and regulations. Formulates plans and establishes policies and procedures for activities such as personnel, administration, training, facility use, recreational services, open mess operations, engineering		

and construction, food services, billeting supply, small arms firing, youth programs, force protection, and communications. Directs implementation of programs for activities such as flying safety, reserve training, disaster preparedness, force protection, sanitation, utility service, crash rescue, fire protection, proficiency flying, host-tenant agreement, labor negotiations, and equal employment opportunity. Directs studies and surveys to determine perceptions of personnel and implements plans to resolve problems and eliminate conditions contributing to low morale. Ensures availability of religious, legal education, photo, graphics, and audiovisual services. Selects and assigns commanders of specialized squadrons such as security forces, combat support and civil engineering. Convenes summary courts and approves special courts-martial and discharge actions for all installation personnel.

Monitors support activities. Reviews inspection reports to determine status of activities such as military and civilian personnel, labor relations, and materiel. Inspects assigned units and organizations, including base exchange outlets and commissaries, to ensure compliance with directives and procedures. Inspects and evaluates program effectiveness for housing, welfare, education, force protection, weapons storage, and dormitories.

Coordinates support activities. Conduct staff meetings and converses and appoints boards, councils, and committees to assist in managing assigned activities. Ensures effective interface of assigned units with those of other functional areas to optimize support and accomplish primary mission. Coordinates with civic organizations to develop an effective community relations program.

OTHER QUALIFICATIONS: Not used.

APPLICATION PROCEDURES:

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

- Letter of Intent
- Biography
- Resume
- vMPF RIP
- Last EPR

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)
- Recent vMPF records review RIP
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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

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: Col Mark Wernersbach

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

EMAIL: mark.wernersbach@us.af.mil

EMAIL: 109AW.AirWing.Recruiting@us.af.mil

SUBJECT: A25-09 Deputy Commander Mission Support Group