

# ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY

**NEW YORK AIR NATIONAL GUARD  
174TH ATTACK WING  
6001 EAST MOLLOY ROAD  
SYRACUSE, NEW YORK 13211-7099**

**ANNOUNCEMENT #: HF FY 25-17**

**DATE: 19 AUGUST 2025**

**CLOSING DATE: 30 SEPTEMBER 2025**

**UNIT: 174TH FORCE SUPPORT SQUADRON**

**AFSC: 3F1X1**

**RANK: No minimum rank- TSgt**

**POSITION TITLE:**  
**SERVICES**

**AREA OF CONSIDERATION: **NATIONWIDE****  
All candidates may apply who meet the basic qualification for position and who are eligible for membership in the NYANG.

## SPECIALTY SUMMARY

(As outlined in the current AFECDD)

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

## DUTIES AND RESPONSIBILITIES

2.1. 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.

2.2. 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.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. 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.

2.7. 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.

## CLEARANCE

Secret, as a minimum.

## INQUIRIES ABOUT POSITIONS

**Please contact the Recruiting Office @ 315-233-2159 for Qualification and Eligibility questions.**