

TRADITIONAL GUARD VACANCY ANNOUNCEMENT		
NEW YORK AIR NATIONAL GUARD STRATTON AIR NATIONAL GUARD BASE 109 th Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752	ANNOUNCEMENT#:	FY26-109-19
	OPENING DATE:	7 Jul 2026
	CLOSING DATE:	23 Jul 2026
UNIT: 109 th Force Support Squadron	AFSC: 3F171/3F191	
MAX AVAILABLE GRADE: Min Grade: E-7 Max Grade: E-8	AREA OF CONSIDERATION: Nationwide	
POSITION TITLE: 109 th Force Sustainment Services Superintendent (UMD Pos# 1091564)		
SPECIALTY SUMMARY: Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) and Food 2.0 food service activities; fitness and sports programs; community support functions; recreation; Force Support readiness programs; contingency quarters; laundry; mortuary affairs program; and non-appropriated fund (NAF) operations while in-garrison and in deployed environments. Operates and supervises automated information management systems. Deploys and employs in support of theater operation plans, contingency operations, natural and man-made disasters. Knowledge and proficiency to operate in hostile environments created by terrorism, sabotage or chemical, biological, or conventional warfare. Related DoD Occupational Subgroups: 180000.		
MINIMUM QUALIFICATIONS: Air National Guard members must have three years of previous services experience as a 3F1XX in order to occupy the SMSgt/E-8 3F1 Base Services Manager position. This requirement will not be considered for a waiver or exception to policy.		
SPECIALTY QUALIFICATIONS (IAW DAFECD dated 30 April 2026): 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 with courses in business arithmetic, accounting, computers, physical education, and typing is desirable. TRAINING: For award of AFSC 3F131, completion of the Services Apprentice course is mandatory. EXPERIENCE: Qualification in and possession of AFSC 3F171. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, planning, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; community support functions; unit readiness programs; and APF and NAF budgetary processes and procedures.		

DUTIES AND RESPONSIBILITIES:

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 support to 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.

OTHER QUALIFICATIONS: None.

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 by email:

- A Record of Separation/Discharge from the US Armed Forces (if applicable)
- Recent vMPF records review RIP

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 applications. Applicants will be informed either in writing or telephonically of the date and time to appear.

Selecting Official:

Maj Tracy R. Burroughs, 109th Force Support Squadron Commander

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

EMAIL: michael.jenkins.16@us.af.mil

SUBJECT: FY26-109-19 3F191