

COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
106th RESCUE WING
F.S. Gabreski Airport
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201

ANNOUNCEMENT #: FY26-007

POSTING DATE: 1 SEP 2026

CLOSING DATE: 30 SEP 2026

UNIT: 106 Force Support Squadron

AFSC: 38F

POSITION TITLE: Force Support

AREA OF CONSIDERATION:
Statewide – Commissioning Opportunity

MAX AVAILABLE GRADE: Major

SPECIALTY SUMMARY

Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders.

QUALIFICATIONS AND SELECTION FACTORS:

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applicants are subject to review by the FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interview Board (OSIB).
- The requirements and qualifications prescribed in this announcement are the minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in applicable regulations.
- This is a new commissioning opportunity.

MINIMUM QUALIFICATIONS:

Applicants must be no more than 42 years old upon commissioning. Must satisfactorily complete an appointment physical. Must qualify for security clearance. Applicants must be able to meet all requirements PRIOR to interview, to include - obtaining a passing score on the Air Force Officer Qualifying Test (AFOQT), meeting the Air Force Fitness standards (Current Service Members ONLY) as well as the Weight and Body Fat standards.

MANDATORY SCHOOL & TRAINING: Upon selection, candidates must attend Total Force Officer Training (TFOT). 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.

EDUCATION:

For entry into this specialty, an undergraduate degree is required. Bachelor's degree in one of the following: economics, operations research, data analytics, organizational leadership, education. Specialization in education, mathematics or statistics, psychology, behavioral science, international relations and affairs, accounting and finance, hospitality administration and management, public administration, business administration management and operations, or human resource management and services, is desirable.

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 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 UMB. Conduct management advisory studies
- 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. 2.10. 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 designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

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.

EXPERIENCE:

For award of AFSC 38F3, a minimum of 24 months of experience is mandatory for Company Grade Officers and 12 months for Field Grade Officer crossflows.

OSIB:

An Officer Screening and Interviewing Board (OSIB) will convene to interview all eligible applicants. Applicants will be informed in writing, or telephonically, of date and time to appear.

APPLICATION PROCEDURES:

Packages MUST be received no later than 2359 on the vacancy announcement closing date above*. Applicants will prepare and email their application package in one (1) PDF file (Portfolio format WILL NOT BE ACCEPTED). The file will be titled with the follow naming convention: OVAFY-007 LAST FIRST (ex. OVAFY-007 SMITH JOHN) and will include all the following content**:

- Cover Letter
- Resume
- Letter of Recommendation (Limited to 3)
- AF Form 24
- College transcript(s) – Possess a bachelor's degree from an accredited college/university
- AFOQT Scores
- vMPF Records Review (RIP), Career Data Brief, or SURF (Prior Service Candidates ONLY)
- Last three (3) OPB's or EPB's (Prior Service Candidates ONLY)
- Record of Separation/Discharge from the US Armed Forces (if applicable)

ALL of the above are required for the application package, unless otherwise stated.

APPLICATION SUBMISSION:

Please email all applications to: 106RQW.OfficerAccessions@us.af.mil. Packages accepted via **EMAIL ONLY**

Applicants who submit their application during business hours will receive a confirmation email upon submission. Submissions outside of business hours will be confirmed the next business day.

* Packages that are late or not in a single PDF file will **NOT** be accepted.

**Incomplete submissions, missing any of the required contents detailed above, will not be considered.

Inquiries for the above position can be made to: Major Joel Hansard, 631-723-7392, or joel.hansard.1@us.af.mil

Send questions or concerns regarding the application process to: 106RQW.OfficerAccessions@us.af.mil