TRADITIONAL GUARD VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD **STRATTON AIR NATIONAL GUARD BASE** 109th Airlift Wing 1 Air National Guard Road Scotia, NY 12302-9752	**ANNOUNCEMENT#:**	DSG27-01
	OPENING DATE:	23 Nov 2026
	CLOSING DATE:	23 Dec 2026
UNIT: 109 FSS/CSS	**AFSC:** 3F091	
MAX AVAILABLE GRADE: Min Grade: E-7 MSgt Max Grade: E-8 SMSgt	**AREA OF CONSIDERATION:** Nationwide	

POSITION TITLE: Commander Support Staff Superintendent

SPECIALTY SUMMARY:
Responsible for managing the Commander Support Staff. Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies, along with trends, and changes in CSS and the 3F0 career field.

MINIMUM QUALIFICATIONS:
Grade & Experience: Must currently hold the rank of MSgt (E-7) or SMSgt (E-8).
AFSC & Education: Must hold a 7-level or 9-level in the 3F0X1. Must possess a CCAF degree or an associate's degree (or higher) from an accredited institution for SMSgt consideration.
PME: Must have completed the Senior Noncommissioned Officer Academy (SNCOA) in-residence or by correspondence prior to promotion/placement.
Fitness & Medical: Must have a current, passing Air Force Physical Fitness Assessment (PFA) and be worldwide deployable with a current PHA.
Security Clearance: Must possess and maintain a valid Secret security clearance

SPECIALTY QUALIFICATIONS (<u>IAW DAFECD dated 31 October 2026</u>):

KNOWLEDGE: Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, quality force initiatives, personnel readiness, deployment/mobilization procedures, and PERSCO operations. Proficiency in interviewing and counseling techniques, administrative communications, correspondence management, and general office operations is required. Understanding organizational structure and its relationship to mission execution is essential, along with familiarity with policies, programs, and procedures governing benefits for military personnel, retirees, and family members. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, executive support responsibilities, and postal and official mail operations.

EDUCATION: Completion of high school or a General Educational Development (GED) equivalency is required for entry into this specialty. Coursework in business, English composition, public speaking, Microsoft Office applications, and keyboarding is highly desired.

CAO 19 Oct 2026

TRAINING: Members must complete training requirements for the core AFSC and applicable shred-specific requirements, as needed, progressively, as each skill level builds upon the prior level. The following training is mandatory for the award of the AFSC indicated in addition to the successful completion of applicable Career Development Course (CDC) requirements and core tasks listed in the Career Field Education and Training Plan (CFETP): 3.3.1. Entry-Level Training. Successful completion of the HRA initial skills course is mandatory for the award of AFSC 3F031.
3.3.2. Core Training Requirements. The following training is required for specific AFSC skill levels: 3.3.2.1. 3F051: Completion of DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Beginner Level), DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Intermediate Level), and Microsoft Office Specialist: Associate (Office 2019).
3.3.2.2. 3F071: Completion of all 3F051 and DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office Specialist: Expert (Office 2019).

EXPERIENCE: The following experience is mandatory for award of the AFSC skill-level indicated in addition to successful completion of applicable task requirements listed in the CFETP: 3.4.1. Core Experience Requirements. Experience requirements for the AFSC skill-level include successful completion of applicable training and task requirements:
3.4.1.1. 3F051. Qualification in and possession of AFSC 3F031 with completion of all 3F051 core tasks.
3.4.1.2. 3F071. Qualification in and possession of AFSC 3F051 with completion of all 3F071 core tasks. Experience supervising and performing HRA functions.
3.4.1.3. 3F091. Qualification in and possession of AFSC 3F071. Experience managing and directing HRA functions and programs

OTHER: 3.5.1. Entry Requirements. For entry into this specialty, see Attachment 4 for additional requirements.
3.5.2. AFSC Award and Retention Requirements. Personnel must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management.

OTHER QUALIFICATIONS:

- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for: 3.5.2.1. Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates; or
- Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or documented failures (LOA, LOR or Article 15); or
- Taking or failing to act in situations, thereby exhibiting a lack of integrity; or
- A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ).
- No convictions by a general, special, or summary court-martial.
- No Unfavorable Information File.

- Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.
- ***NOTE***: Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.
- No recorded evidence of substance abuse, emotional instability, personality disorder, or other unresolved mental health problems.

APPLICATION PROCEDURES:

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

- **Cover Letter:** Brief letter of intent outlining qualifications and leadership philosophy.
- **Resume:** Chronological history of military service, duty titles, units, and accomplishments.
- **Current vMPF RIP:** Dated within 60 days.
- **Fitness Report:** Current myFitness Individual Fitness Assessment printout.
- **Enlisted Performance Briefs (EPBs):** Last three (3) evaluations.
- **Letters of Recommendation:** Optional (maximum of two).

Application must be received no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.

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:

CMSgt Michael Jenkins, 109th Force Support Squadron SEL

APPLICATION PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

EMAIL: Michael.jenkins.16@us.af.mil
SUBJECT: DSG27-01

****Please provide position # when submitting to FSS.****

CAO 19 Oct 2026