

# TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

**SOUTH CAROLINA AIR NATIONAL GUARD  
MCENTIRE JOINT NATIONAL GUARD BASE  
1325 SOUTH CAROLINA RD  
EASTOVER, SC 29229**

**OPEN: 1 JAN 2022  
CLOSES: 31 March 2022**

**UNIT: 169<sup>TH</sup> FORCE SUPPORT SQUADRON  
POSITION TITLE: FORCE SUPPORT OFFICER  
AFSC: 38FX  
AUTH GRADE: 2<sup>nd</sup> LT- MAJ (Commissioning opportunity)**

**AREA OF CONSIDERATION:  
Current SCANG only**

## **SPECIALTY SUMMARY:**

Force Support shapes the manner in which Total Force (Regular, Reserve, Guard, and Civilian) Airmen are postured, employed, sustained, and regenerated in order to support the Air Force's mission. Responsibilities include: Defining manpower and organization requirements, shaping and balancing the force, developing and tracking the force, managing Human Resources and programs, administrative and postal services, and sustainment for peace and wartime operations to include feeding, lodging, fitness, and casualty/mortuary affairs. Force Support also connects Airmen to the outside world, and provides programs for family reunification and regeneration.

## **DUTIES AND RESPONSIBILITIES:**

- **Supports the Mission, Airmen, Civilians and Families of the 169<sup>th</sup> Fighter Wing.**
- Formulates force support plans and programs and develop policy to guide their implementation and execution.
- Translates program policy into directives, publications, and training manuals.
- Participates in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization.
- Accesses manpower, personnel, and equipment availability for UTC posturing and management.
- Develops, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process.
- Analyzes and determine force composition.
- Determines Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards.
- Manages allocation of military and civilian resources through execution and management of the UMD.
- Conducts management advisory studies.
- Develops, tests, evaluates, and maintains Air Force recognized organization structure.
- Analyzes and processes organization change actions to activate, inactivate, and redesignate unit structures.
- Administers Air Force performance management and productivity programs.
- Assesses and documents organizational performance.
- Advises on process improvement, best practices and recognizes optimal performance.
- Oversees and conducts strategic sourcing studies.
- Develops and executes 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.
- Establishes Air Force education and training policy requirements.
- Manages programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- Manages equal opportunity and sexual assault prevention and response programs.

- 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, protocol, and NAF resale operations for both peace and wartime operations.
- Develops and administers fitness programs designed to regenerate the Total Force.
- Develops recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force. Lead Quality of Service programs and business operations.
- Establishes and maintains sound APF & NAF financial and corporate standards with internal controls.
- Establishes short- and long-range plans to include facility/equipment improvement/replacement.
- Develops, administers, and monitors Airman and Family Programs, ensuring compliance and standards.
- Institutes customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

**PLACEMENT FACTORS:** Upon selection, must be commissioned or eligible to commission in the USAF/SCANG. For award of AFSC 38F3, completion of Force Support Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory. In addition a valid state driver's license to operate government motor vehicles in accordance with AFI 24-301, *Vehicle Operations*, is required.

**MINIMUM QUALIFICATIONS:** Must be 18 years of age or have not reached his/her 40th birthday on the date of commissioning. A prior service applicant must have an actual age which allows for the accrual of 20 years of satisfactory service prior to the applicant's mandatory retirement date. All applicants must submit proof of citizenship and be citizens of the United States IAW Title 32, U.S.C., Section 313. A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post-Secondary Education is required for all appointments.

**QUALIFICATION AND SELECTION FACTORS:** Selection for this position will be made without regard to race, religion, color, creed, sex or National origin. Applications are subject to review by the MPF and as mandatory requirements are met, as outlined in applicable regulations, top applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for Nomination consideration. Appointment is not assured merely by meeting these requirements.

**APPLICATION PROCEDURES:** ALL Applicants will prepare a package that contains the following:

- Cover letter with a copy of this vacancy announcement
- Resume—must include at a minimum: e-mail address, phone number, and education (including GPA) and work history starting with high school.
- Air Force Form 24, (Application for Appointment as Reserve Air Force/USAF Without Component)
- Official/Unofficial Transcripts (Postsecondary Education Transcripts including CCAF or equivalent)
- Air Force Officer Qualifying Test (AFOQT) Scores
  - <https://w45.afpc.randolph.af.mil/Afoqtsnet40/default.aspx>
- Current Fitness test and IMR Print-out
- Last 3 OPR/EPRs (if applicable)
- Career Data Brief (VMPF)
- Letters of Recommendation (supervisor and commander/OIC mandatory but maximum of three total)
- Copies of all DD 214s (if applicable)

Combine all required documentation in the order listed above into 1 PDF package and submit to Maj Tom Bryant at [thomas.bryant.8@us.af.mil](mailto:thomas.bryant.8@us.af.mil) with (SCANG DSG Force Support Officer Opportunity) in the subject line no later than close of business **31 March 2022**.

**\*\*\*\*\*Incomplete or erroneous application packages will not be considered\*\*\*\*\***