



MISSOURI ANG OFFICER DSG VACANCY ANNOUNCEMENT DVA # 2025-001



POSITION, TITLE, LOCATION

Traditional Guardsman (Part-time)
Force Support Officer – 38F3 (Excess)
131 FSS/Whiteman AFB, MO and Jefferson Barracks

NUMBER OF POSITIONS:

1

OPENING DATE:

13 Sep 2024

CLOSING DATE:

Until Filled

AREA OF CONSIDERATION: All officers (O-4 and below), or commission-eligible enlisted members, who meet qualifications and who can become current members of the Missouri Air National Guard.

DUTIES:

A Force Support Officer operates within the Force Support Squadron (FSS) as part of a team responsible for providing force support and sustainment services to all wing units and their members located at Whiteman AFB, Ike Skelton Training Site (Jefferson City), and Jefferson Barracks (St. Louis). These services encompass everything from formal training to cradle-to-grave personnel services; lodging and food service to the “Fit to Fight” program, etc. Force Support Officers plan and organize personnel management and sustainment activities such as:

- Develop, coordinate, execute, and provide technical advise on a broad range of personnel, sustainment services, education and training, manpower, administration, and military and family readiness to support peacetime, exercise, contingency, and wartime operations.
- Exercise appropriate supervisory authority and necessary guidance, information, knowledge, and training to accomplish mission goals and objectives within flights/sections; Military and Family Readiness (FSG), Military Personnel (FSP), Readiness and Plans (FSOX), Force Development (FSD), Unit Training (FSOT), Sustainment Services (FSV), Resource Management (FSR), Human Resources Remote (HRR), Commander’s Support Staff (CSS), and Orderly Room (CCQ); keeping commander abreast of issues and developments.
- 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.
- 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.
- 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, and testing.
- 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 assessment schedules, train fitness leaders, and may create programs designed to keep the force fit and regenerate Airmen.
- Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and non-appropriated 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 Military 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. Develop program and services to better meet the needs of squadron/group commanders throughout the wing and GSUs; establish performance standards, work/training schedules, and priorities.

QUALIFICATIONS:

- Undergraduate degree. Desired degrees: Mathematics, Statistics, Operations Research, Industrial Engineering, Management Sciences, Quantitative Methods, Accounting, Computer Science, Behavioral Science, Industrial and Organizational Psychology, Public Administration, Public Policy Analyst, Economics, Business Administration, Business/Managerial Economics, Finance, Human Resources. Other degrees not listed above will be taken into consideration.
- Current passing FIT test (within 12 months)
- Current green ASIMS (medical)
- No convictions for alcohol, financial or behavioral related incidents, or law violations other than traffic.

EVALUATION PROCESS: **Complete** applications must be received by COB on closing date; screening and candidate selection will be on-going throughout open period. Applicants selected as potential candidates for the position will be required to meet a board; depending on volume of qualified candidates, telephone screening interviews may be conducted. Selectee will be assigned to a compatible military position in the 131 BW at Whiteman AFB, MO or Jefferson Barracks, MO. If not already commissioned, selectee will attend the ANG commissioning program. If selectee does not possess the 38F AFSC, they will be required to attend technical school.

APPLICATION MUST CONTAIN:

- 1) Letter of Application/Interest
- 2) Military & Civilian Resume; include contact info
- 3) AFOQT Scores;
 - If you have already take then AFOQT you can get your results at:
<https://w20.afpc.randolph.af.mil/afqtsnet20/DODBanner.aspx>
 - To schedule testing at WAFB: Test Office @ 660-687-1728
- 4) College transcripts – from degree granting university only
- 5) Two letters of recommendation from non-personal/social association
- 6) Prior Service documents (DD214's, NGB 22's, Career Data Brief (from V-Mpf))
- 7) Historical print out of FIT tests (must include *entire* record)
- 8) Medical ASIMS report (all green)
- 9) Points Credit Summary (PCARS) – applicable only to members not currently part of the Missouri Air National Guard.

Scan and email complete package in One-Single File PDF to daniel.worthen.2@us.af.mil .

POINT OF CONTACT:

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