



Colorado Air National Guard

Traditional

Position Announcement

COANG 22-028



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: Force Support Officer	AFSC: 38FX	OPEN DATE: 12-Jun-22	CLOSE DATE: 6-Aug-22
UNIT OF ACTIVITY/DUTY LOCATION: 140 Force Support Squadron Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E1 Maximum: O4	
SELECTING SUPERVISOR: Lt Col Carla J. Hunstad	VACANCY 009714781C	PHYSICAL PROFILE: (Officer N/A) PULHES – X Factor – ASVAB –	

AREAS OF CONSIDERATION

- | | |
|---|--|
| <input checked="" type="checkbox"/> Traditional | <input checked="" type="checkbox"/> Nationwide (Military eligible for membership in the COANG) |
| <input checked="" type="checkbox"/> Current COANG members | <input checked="" type="checkbox"/> Commissioning Opportunity |
| <input checked="" type="checkbox"/> Enlisted | <input checked="" type="checkbox"/> Officer |

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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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 Buckley Space Force Base, Aurora Colorado. 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 program and services to better meet the needs of squadron/group commanders throughout the Wing; establish performance standards, work/training schedules, and priorities.
- Develop, coordinate, and execute broad-based personnel and sustainment services to support peacetime, exercise, contingency, and wartime operations.
- Provide superintendent(s) and members of the Manpower and Personnel Flight (FSM), Sustainment Services Flight (FSV), or Force Development Office (FDO) with necessary guidance, information, knowledge, and training to accomplish mission goals and objectives.
- Design internal and external presentation materials to further the education of FSS staff and wing populace on personnel and sustainment actions and transactions, especially highlighting customer self help.
- Serve as a trusted member of the Squadron's leadership team in maintaining balance, efficiency, and economy of operations to accomplish programmed objectives.
- Exercise appropriate supervisory authority and discretion within section; keeping Commander abreast of issues and developments.
- Manage programs related or unrelated to personnel/sustainment management as a member of the Wing's officer corps.
- Identify trends and patterns, recommends ways to improve customer services and increase effectiveness and efficiency in services provided.
- Provide personnel/technical advice, interpretation, and guidance on a variety of personnel, manning and/or sustainment services related matters, to internal (FSS) and external (Wing/GSU) customers.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

- Minimum of an Undergraduate Degree is required.
- Minimum score of 15 in Verbal and 10 in Quantitative on AFOQT
- Age: Be able to complete Total Force Officer Training prior to the member's 35th birthday. (Prior service applicants will be considered up to age 39)
- Current passing Fitness Assessment (within 12 months)
- Current green ASIMS (medical)
- No convictions for alcohol, financial or behavioral related incidents, or law violations other than traffic.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 2359 on or before the closing date.

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian and Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from myFitness)
6. Additional requirements:

College Transcripts from University granting degree, AFOQT Scores, two (2) Letters of Recommendation, Last three (3) EPRs/OPRs, Entire Record of Fitness Assessments

Add any other documentation you want provided.

*****SUBMIT ELECTRONIC ONLY*****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9446/DSN 847-9446 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

michael.henderson.8@us.af.mil

OR:

SUBMIT APPLICATIONS VIA

AMRDEC SAFE: <https://safe.apps.mil/>

michael.henderson.8@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.