



# Colorado Air National Guard

## Traditional

### Position Announcement

#### COANG 24-149a



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

<b>POSITION TITLE:</b> Force Support Officer	<b>AFSC:</b> 38FX	<b>OPEN DATE:</b> 26-Sep-24	<b>CLOSE DATE:</b> 20-Dec-24
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140 Force Support Squadron Buckley AFB, CO 80011	<b>GRADE REQUIREMENT:</b> <b>Minimum: O1 Maximum: O3</b>
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<b>SELECTING SUPERVISOR:</b> Lt Col Joseph A. Skufca	<b>VACANCY</b> 114700434	<b>PHYSICAL PROFILE:</b> <i>(Officer N/A)</i> PULHES – X Factor – ASVAB –
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#### 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 type="checkbox"/> Commissioning Opportunity
<input type="checkbox"/> Enlisted	<input checked="" type="checkbox"/> Officer

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

#### DUTIES AND RESPONSIBILITIES

##### DUTIES and RESPONSIBILITIES:

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. Hazardous Material (HAZMAT) Awareness & HAZMAT Operations Certificates preferred.

- 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 the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.
- 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, re designate, 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.
- 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 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.
- 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.

**DUTIES and RESPONSIBILITIES (Cont'd):**

**SPECIALTY QUALIFICATIONS:**

- 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 or 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:

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:**

140.wg.hro.agr.office.org@us.af.mil

**OR:**

**SUBMIT APPLICATIONS VIA**

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

140.wg.hro.officer.org@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.