

***Force Support Officer
(Traditional Position)***

AFSC 38FX

*******Open Until Filled*******

AUTHORIZED GRADE: Major

Location: Headquarters, Delaware Air National Guard, Beau Biden Armed Forces Reserve Center, New Castle, DE.

Position is open to commissioned officers (Major and below) with an 38FX AFSC

SPECIALTY SUMMARY:

- 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.

DUTIES AND RESPONSIBILITIES:

- 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, 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.

- 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.
- Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing.
- 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.
- 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.
- Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated 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 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.

APPLICATION PROCEDURES:

The following items must be included in the application package:

- *Resume*
- *Last 5 Performance Evaluations (if military)*
- *Copy of AFOQT Score*
- *Certified College Transcript*
- *Record Review Summary (if military)*
- *Printout of a current AF Fitness Assessment Score (if Air Force)*

Application packages must be forwarded to:

*166 FSS/DP (ATTN: Maj Mulrooney)
2600 Spruance Drive, Corporate Commons
New Castle, DE 19720-1615*

Or emailed to:

maureen.mulrooney@us.af.mil

*Following initial screening, resumes will be forwarded for interview/selection process.
Personnel having additional questions concerning the unit should contact Col Lynn Robinson
at (302) 326-7871.*