|  |  |
| --- | --- |
| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** | |
| **NEW YORK AIR NATIONAL GUARD**  **107TH ATTACK WING**  **9910 BLEWETT AVE**  **NIAGARA FALLS ARS, NEW YORK 14304** | **ANNOUNCEMENT #: NF** 23-08 |
| **DATE: 22 December 2022** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT: 107th ATTACK WING** | **AFSC: 1W0X1**  **MAX RANK:** SSgt |
| **POSITION TITLE:**  Services | **AREA OF CONSIDERATION:**  Nationwide  **Anyone Eligible To Join The Air National Guard** who meet the qualifications for these positions |
| **SPECIALTY SUMMARY**  Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated  fund (APF) and Food 2.0 food service activities; fitness and sports programs; community support functions; recreation; Force Support readiness programs; contingency quarters; laundry; mortuary affairs program; and non-appropriated fund (NAF) operations while in-garrison and in deployed environments. Operates and supervises automated information management systems. Deploys and employs in support of theater operation plans, contingency operations, natural and man-made disasters. Knowledge and proficiency to operate in hostile environments created by terrorism, sabotage or chemical, biological, or conventional warfare. | |
| **DUTIES AND RESPONSIBILITIES**  2.1. Manages Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customer  satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control  resources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levels  and safeguarding procedures. Maintains liaisons with civilian industry to keep abreast of current trends, product development, and improved  service techniques. Evaluates contractor performance in outsourced Services functions. Determines APF and NAF budget requirements.  Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment. Identifies facility  requirements and conducts surveys to determine facility renovation, construction, and modernization. Develops capital expenditures programs  for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures.  2.2. Operates food service activities. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervises  and manages Dining Facilities, Flight Kitchens, Alert Facilities, Small (MUNS) Sites, and Missile Alert Facility Feeding Operations  (MAFFO), Kiosks, and Provisions on Demand. Manages subsistence distribution, warehouse, and logistical functions. Operates fixed, bare  base, missile alert and portable facilities and equipment.  2.3. Executes fitness and sports programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unit  fitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison with  commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and  group exercise regimens. Explains concepts of fitness requirements. Demonstrates proper conditioning procedures, weight training and aerobic  equipment techniques.  2.4. Performs recreation programming and community support functions. Plans and provides and Morale, Welfare, and Recreation (MWR)  programs and activities. Performs marketing and advertising for community support functions. Operates MWR functions. Executes directed  and self-directed programs and events.  2.5. Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Oversees home station  readiness training. Oversees base support plan and continuity of operations plan program management. Performs unit deployment manager  responsibilities. Operates unit control center (UCC) command and control operations.  2.6. Establishes and manages contingency quarter’s operations. Determines lodgment of inbound personnel. Maintains locator system.  Monitors contingency quarter’s occupancy status and determines availability of transient quarters.  2.7. Performs mortuary affairs administration functions. Performs mortuary operational support. Conducts, trains, and supervises teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files. | |
| **INQUIRIES ABOUT POSITIONS**  **Please Contact The Recruiting Office @ 716-236-3085 or email @ Nicholas.Dodge.1@us.af.mil for Qualification and Eligibility Questions.** | |