

FLORIDA AIR NATIONAL GUARD
***** ENLISTED VACANCY ANNOUNCEMENT *****

ANNOUNCEMENT NUMBER: DSG **202-01**

CLOSING DATE: **15 May 2024**

TITLE: **Superintendent, Services (AFSC: 3F191)**
(OPEN to ALL AIR COMPONENTS)

MIN-MAX AUTHORIZED GRADE: **E7(P) – E8**

ELIGIBLE AFSC(S): **3F171, 3F191 (not a cross train opportunity)**

UNIT: **202 RED HORSE Squadron**

DUTY STATUS: This is a Drill Status Guard (DSG) position, NOT full-time employment. Applicants are expected to meet all Unit Training Assemblies and Annual Training requirements annually.

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:

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.

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.

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.

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.

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.

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.

Specialty Qualifications:

The following is mandatory for award of the 3F191 Air Force Specialty Code:

Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu forecasting; contingency quarters; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources, procedures and processes; facility and equipment maintenance procedures; basic business administration concepts; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness and plans.

Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, physical education, and typing is desirable.

Training. For award of AFSC 3F131, completion of the Services Apprentice course is mandatory.

Experience. The following experience is mandatory for award of AFSC indicated: 3.4.1. 3F151. Qualification in and possession of AFSC 3F131. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, planning, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; community support functions; unit readiness programs; and APF and NAF budgetary processes and procedures.

3F191. Qualification in and possession of AFSC 3F171. Also, experience managing and operating Services programs such as food service, fitness and sports, community support, readiness, mortuary, and resource management operations.

Eligibility Requirements

- **Citizenship:** Must be a citizen of the United States.
 - **Physical/Medical Requirements:** Must be in good physical condition and be medically qualified in accordance with applicable Air Force and Air National Guard regulations. Must meet Air Force and Air National Guard fitness standards.
 - **Security Requirements:** Must be able to meet applicable security requirements to hold appropriate security clearances (Secret/Top Secret).
 - **Education:**
 - **Training: Other:** Meet all other appointment requirements as established in ANGI 36-2005.
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Application Procedures:

Current Report of Individual Person (RIP)

Physical Fitness Scores

Copies of last three (3) Enlisted Performance Reports (EPRs)

Complete applications must be received by close of business 05-15-2024 to be eligible for consideration. Failure to provide all required documentation will result in elimination from further consideration.

Complete applications MUST be combined into one (1) single .pdf file format for submission. Other file formats such as: .pdf portfolios, .jpeg, .png, .tiff, will not be accepted. Please compile your application package documentation in the order listed above and create a single .pdf file. Please do not submit your application packages as individual .pdf pages. Please ensure all documents submitted are legible.

**Application Submission: Email complete application packages to:
Timothy.Dunn.4@us.af.mil**

Please e-mail questions/concerns to Timothy.Dunn.4@us.af.mil

The Florida Air National Guard is an equal opportunity employer. Applicants will be selected for appointment through a quality oriented method of assessment which includes, but is not limited to, factors such as education, physical standards, experience, potential, motivation and moral qualifications.