

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT
HEADQUARTERS TEXAS AIR NATIONAL GUARD**

POSITION: Services Superintendent

ANNOUNCEMENT NO: HQ-17-69

LOCATION: HQ TXANG, Camp Mabry, Austin, TX

OPENING DATE: 21 April 2017

GRADE: Immediately Promotable MSgt/E-7 NTE SMSgt/E-8

CLOSING DATE: Until Filled

AFSC: 3M0X1

AREA OF CONSIDERATION: NATIONWIDE

This is an announcement an Air National Guard Military Position and not an announcement of full-time employment opportunity.

HOW TO APPLY:

1. Submit the following:
 - a. E8/E9 MFR signed by Commander
 - b. Military Record of Individual Personnel (RIP) (vMPF is acceptable) no older than 60 days
 - c. Military Biography – Limited to 2 pages (IAW AFH 33-337, The Tongue and Quill p. 259-266)
 - d. Targeted Resume (IAW AFH 33-337, The Tongue and Quill p. 268, 276)
 - e. Personal letter of intent outlining career goals and objectives
 - f. Current Passing Fitness Assessment
 - g. Letters of recommendation may be included
 - h. ANG Service Commitment Agreement

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

QUALIFICATION REQUIREMENTS: Knowledge is mandatory of readiness and mobility operations; food service, lodging, fitness, and recreation practices; military personnel policies; report of survey, APF and NAF financial management principles of accountability, propriety, and stewardship; and business management principles.

KEY RESPONSIBILITIES:

- Superintendent for TXANG A4 directorate. Supports JFHQ and FEMA region-wide Services programs and operations. Serves in the Joint Operations Center (JOC) and Air Operations Center (AOC) interacting directly with A3 and DOMOPS personnel. Coordinates food service activities, including the deployment of the Disaster Response Mobile Kitchen Trailer. Interfaces with regional medical planners and civilian mass fatality functions integrating Fatality Search and Recovery Team (FSRT) and mortuary affairs capabilities. Provides support as needed to lodging activities; recreation, fitness, and sports programs; laundry operations; and Services readiness programs.
- Improves work methods and procedures to ensure economic operation and customer satisfaction. Resolves complaints. Applies accounting principles to control resources. Determines appropriated funds budget requirements. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Establishes equipment layout, and operating and maintenance procedures.
- Supports TXANG HQ programs: Report of Survey, Awards, Senior Enlisted Advisory Council, and Outstanding Airman of the Year. Serves as acting First Sergeant for HQ personnel.

Specialty Qualifications:

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; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

- 1.1. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.
- 1.2. Training. For award of AFSC 3M031, completion of the basic services course is mandatory.
- 1.3. Experience. The following experience is mandatory for award of AFSC indicated:
 - 1.3.1. 3M051. Qualification in and possession of AFSC 3M031. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, 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; retail operations; or subsistence functions.
 - 1.3.2. 3M071. Qualification in and possession of AFSC 3M051. Also, experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs and activities, and recreation operations and programs.
 - 1.3.3. 3M091. Qualification in and possession of AFSC 3M071. Also, experience managing and operating services programs such as food service, fitness and sports, readiness mortuary, protocol, and lodging.
- 1.4. Other. The following are mandatory as indicated:
 - 1.4.1. See attachment 4 for additional entry requirements.
 - 1.4.2. The following are mandatory for entry, award, and retention of these AFSCs:
 - 1.4.2.1. Ability to speak distinctly.
 - 1.4.2.2. Never been convicted by courts-martial.
 - 1.4.2.3. Never been convicted and sentenced to confinement by a civilian court.
 - 1.4.2.4. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.
 - 1.4.3. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

2. Working knowledge of Excel, Word and Power Point. Experience in food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; personnel management; APF budgetary sources and processes; facility and equipment maintenance procedures; mortuary affairs, search and recovery procedures; accounting for lost, damaged, stolen, or destroyed property; and operation of services readiness units.
3. Training. All training requirements based on LWRRH MISCAP, AFI 10-214, Prime RIBS Program Manager Guide, Ancillary, and PME.
4. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. Never been convicted by courts-martial. Never been convicted and sentenced to confinement by a civilian court.

Additional Duties: As assigned.

Submit Applications to: TSgt Jessica Wahpepah
jessica.l.wahpepah.mil@mail.mil
HQ TXANG/DP
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