

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-26-029

**Closing Date:** 19 June 2026

**Position Title:** Base Services Specialist

**Location:** 155 FSS, Lincoln, NE

**Military Grade Range:** Minimum SSgt/E-5 - Maximum SMSgt/E-8

**Military Requirements:**

Designated AFSC for this position is fully qualified 3F151/3F171. Minimum rank of E-5 to E-8. Authorized grade for the position is a MSgt/E-7 and SMSgt/E-8 is contingent upon the availability of a control grade. AFSC qualifications include ASVAB General score of 30, able to lift 50 lbs. and have a PULHES of 333333. Must be able to obtain and maintain a Secret security clearance. Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.

**Area of Consideration:** All members of the Nebraska Air National Guard and those eligible to become members in the grade of E-5 to maximum E-8 (Current manning document limited to E-7)  
Area 1 – AFSC Qualified (3F151/3F171)

**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.

Various duties as assigned.

### **Specialty Qualifications:**

3.1. 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.

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

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

3.4. 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.

3.4.2. 3F171. Qualification in and possession of AFSC 3F151. Also, experience performing or supervising food service functions or food preparation, managing fitness and sports programs and activities, recreation and community support operations and programs; managing mortuary programs; managing unit readiness programs; managing APF and NAF budgetary sources, procedures, and processes.

3.4.3. 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.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty, see attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs: 3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never been convicted by courts-martial.

3.5.2.3. Never been convicted and sentenced to confinement by a civilian court.

3.5.2.4. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.

3.5.3. For award and retention of these AFSCs: 3.5.3.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

**Note:** Retraining into the 3F1 Career Field is limited to E-6 and below for the Air Force Reserve and Air National Guard. Exceptions to policy will be reviewed on a case-by-case basis by the component 3F1 Career Field Functional Manager. Only individuals who have obtained the 9- skill level in the 3F1 AFSC may be selected for 3F100 Key, Command, and Joint (KCJ) and 3F100 above-wing level positions in the Air Force Reserve.

**★Air National Guard Specific NOTE:** Air National Guard members must have three years of previous services experience as a 3F1XX in order to occupy the SMSgt/E-8 3F1 Base Services Manager position. This requirement will not be considered for a waiver or exception to policy.

**★Note for ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.

## Application Instructions

Please read the application instructions as there have been changes to the application and process for applying.

### !!!-IMPORTANT NOTICE-!!!

Applications will be screened after the job closing date, not prior unless requested.

Please review your application for accuracy before you submit to HRO.

Nothing will be added to the application after 1600 hours on the closing date.

Application packets sent to [courtney.ybarra@us.af.mil](mailto:courtney.ybarra@us.af.mil) with a subject line of "Job Application AGR-AF-\_-\_(list job announcement number)".

Electronic applicants will be submitted as ONE flowing attachment.

Applications submitted in multiple attachments or adobe portfolios will not be accepted.

Applications submitted in binders or document protectors will not be accepted.

Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

- Candidates may apply by submitting a completed Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1. Reference ANGI 36-101 Para 4.2 the following documents must be submitted. Packets without the appropriate documents or written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes  No    Application NGB Form 34-1, **dated 20131111**. This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions will not be accepted.** \_\_\_\_\_(Initials)

Yes  No    Current RIP or SURF report **within 12 months of closing date.** \_\_\_\_\_(Initials)

Yes  No    Last 3 Evals (EPB/OPB) – If not current, provide statement addressing missing reports. \_\_\_\_\_(Initials)  
Does not apply to traditional enlisted Airman or if you have not acquired 3 evaluations

Yes  No    Current Point Credit Summary **within 12 months of closing date.** \_\_\_\_\_(Initials)  
Applies to Reserve Component/ANG Only

Yes  No    Current Flying History **within 12 months of closing date.** (if applicable)  
\_\_\_\_\_ (Initials)

Yes  No    Current AF422 or DD2992 **within 12 months of closing date.** \_\_\_\_\_(Initials)  
If forms are not current – contact medical for updated forms or medical memo

Yes  No    Current Fitness Assessment **within 12 months of closing date.** \_\_\_\_\_(Initials)  
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher**

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*

***The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, sex, religion, national origin or ethnicity.***