

AFSC 38F4, Staff  
 AFSC 38F3, Qualified  
 AFSC 38F1, Entry

## **FORCE SUPPORT** **(Changed 30 Apr 23)**

**1. 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. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

### **2. Duties and Responsibilities:**

- 2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.
- 2.2. 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.
- 2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.
- 2.4. 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.
- 2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.
- 2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.
- 2.7. Oversee and conduct strategic sourcing studies.
- 2.8. 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.
- 2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- 2.10. 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, and NAF resale operations for both peace and wartime operations.
- 2.11. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- 2.12. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- 2.13. 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.
- 2.14. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- 2.15. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

### **3. Specialty Qualifications:**

- 3.1. Knowledge. Knowledge of the following core responsibilities are mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Workforce Analytics, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Resource Management, Mortuary Affairs, Casualty, and Quality of Service Programs.
- 3.2. Education. For entry education requirements see [Appendix A, 38F CIP Education Matrix](#).
- 3.3. Training. For award of AFSC 38F3, completion of the Initial Force Support Officer Course (IFSOC) is mandatory for Company Grade Officers. A waiver from the CFM is required if any portion of IFSOC is not completed. In addition, an officer must also complete Follow-On Unit Training (FOUT) in myTraining as outlined by the Career Field Education and Training Plan (CFETP) within 24 months (96 IDT periods for Air Reserve Components) after graduating IFSOC for CGOs or the Basis and Intermediate Force Support Competency Courses for FGOs. All requirements must be certified by the FSS commander or senior career field leader assigned to the organization. A waiver from the CFM is required if the FOUT or other tasks cannot be completed within the 24-month period. Air Reserve Component (ARC) personnel will coordinate waivers with their component CFM and the RegAF CFM.
- 3.4. Experience. For award of AFSC 38F3, a minimum of 24 months of experience is mandatory for Company Grade Officers and 12 months for Field Grade Officer crossflows.
- 3.5. Other. Not used.

**4. Specialty Shredouts**

*Suffix      Portion of AFS to Which Related*

A      Analyst

Q      Section Commander

**NOTE:** Suffice Q applicable to 1 and 3-skill levels only.