The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

### Basic Information

**Title**
Action Officer

**Description**
Personnel officer required to provide OT&E support (PRFs, OPRs, EPRs, Decorations, Senior Leader Management, MPA Management, Taskers, CSS duties, etc.) for 9 AF staff during JTF exercise planning and execution periods. During these times, the entire A1 team is required to support the exercise as the J1 Directorate. While this is occurring, OT&E processing requirements do not stop. ARC member is required to provide this OT&E support so that Active Duty A1 personnel can support JTF exercises as necessary for 9 AF to reach FOC.

**Additional Info**
Applications accepted until position is filled. RNLTO negotiable. Volunteers must adhere to their local policies and procedures for Unit CC approval. A memo signed by the Unit CC is required with the application.

**Type of Funding**
MPA

**Application Due**
Report Date: 10/1/2019  
Duration (days): 179

**MAJCOM**
ACC (IC)

**Required Documents**
SURF, last 3 performance reports, fitness report, and Unit CC approval memo

### Location

**Installation/Location**
HQ 9 AF, Shaw AFB SC

**CONUS**
True

**Theater**

**Country**

**State**

**City**

**Local Area**
Not Required

### Personnel Requirements

**Desired grade**
O-4

**Minimum Acceptable Grade**
O-3

**Maximum Acceptable Grade**
O-4

**Number of Positions**
1

**AFSC Years Experience**
058F3 (1)

### Requisition Manager

Melissa RIDDICK  
[mailto:melissa.riddick.3@us.af.mil]

Lakeia Garner  
[mailto:lakeia.garner@us.af.mil]

### Contact Information

**Name**
SMSgt Natasha Shepherd

**Email**
[mailto:natasha.shepherd@us.af.mil]

**Phone**
803-895-2940
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### Basic Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>CSS OIC</td>
</tr>
<tr>
<td>Description</td>
<td>Provide additional support to A1 during peak workload periods. Assist with HQ 9 AF-staff requirements to include CSS duties and commander's programs, OPR/EPK/Dec processing, PRF review &amp; MLR support, Special Awards &amp; Trophies</td>
</tr>
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<td>Additional Info</td>
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</tr>
</tbody>
</table>

| Type of Funding | MPA |
| Application Due | 10/1/2019 |
| Duration (days) | 179 |
| MAJCOM | ACC (1C) |
| Supporting Unit | HQ 9 AF/A1 |

**Required Documents**
- SURF, last 3 performance reports, fitness report, and Unit CC approval memo

### Location

| Installation/Location | HQ 9 AF, Shaw AFB SC |
| CONUS | True |
| Theater |  |
| Country |  |
| State |  |
| City |  |
| Local Area | Not Required |

### Personnel Requirements

| Desired Grade | 0-3 |
| Minimum Acceptable Grade | O-2 |
| Maximum Acceptable Grade | O-3 |
| Number of Positions | 1 |
| AFSC Years Experience | 038F3 (1) |

### Requisition Manager

- Melissa RIDDICK: melissa.riddick.3@us.af.mil; riddick_melissa@yahoo.com;
- Lakeia Garner: lakeia.garner@us.af.mil;

### Contact Information

- **Primary POC**
  - Name: SMSgt Natasha Shepherd
  - Email: natasha.shepherd@us.af.mil (mailto:natasha.shepherd@us.af.mil)
  - Phone: 803-895-2940

**Print Form**
**Basic Information**

- **Title:** CSS Administration Journeyman (3F0X1)
- **Description:** To provide additional support to A1 during peak workload periods. Assist with HQ.9 AF-staff requirements (supporting 91 Amin) to include CSS duties and commander’s programs, OPR/EPR/Dec processing, PRF review & MLR support, Special Awards & Trophies.

**Additional Info:** Applications accepted until position is filled. RNLTD negotiable. Volunteers must adhere to their local processes and procedures for Unit CC approval. A memo signed by the Unit CC is required with the application.

**Type of Funding:** MPA
**Report Date:** 10/1/2019
**Duration (days):** 179
**Supporting Unit name:** HQ 9 AF/A1

**Required Documents:** SURF, last 3 performance reports, fitness report, and Unit CC approval memo

**Location**

- **HQ 9 AF, Shaw AFB SC**

**Personnel Requirements**

- **Desired grade:** E-6
- **Minimum Acceptable Grade:** E-3
- **Maximum Acceptable Grade:** E-6
- **Number of Positions:** 1
- **AFSC Years Experience:** 35051 (1)

**Requisition Manager**

- Melissa RIDDICK: melissa.riddick.3@us.af.mil; riddick_melissa@yahoo.com;
- Lakeia Garner: lakeia.garner@us.af.mil;

**Contact Information**

**Primary POC**

- **Name:** SMSgt Natasha Shepherd
- **Email:** natasha.shepherd@us.af.mil
- **Phone:** 803-895-2940

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https://www.my.af.mil/arcnet/Vrs/Print/PrintJobDetails/197383 10/10/2019