

1969

Effective 31 July 1969

AFM 36-1
AFSC 7024
Entry AFSC 7021

OFFICER AIR FORCE SPECIALTY

EXECUTIVE SUPPORT OFFICER

1. SPECIALTY SUMMARY

Manages and performs diversified executive support services and functions in support of USAF management and command; and commands non-technical support units.

2. DUTIES AND RESPONSIBILITIES

a. Plans and organizes executive support activities: Plans office layouts and work- of executive support activities. Assigns personnel to specific functions. Schedules individual and unit endeavor to insure support management, and secures information, equipment, supplies, resources, and facilities to perform services of the unit. Determines organizational requirements of the activity analyzing assigned mission and interpreting regulations, orders, other directives, and needs of management. Establishes procedures for development and maintenance of records, suspense, security, control, information, and communication systems of the activity.

b. Directs executive support activities: Performs various functions and special projects as directed by management/command. Conducts studies, inquiries, and surveys in response to the needs of management. Provides advisory services on management and administrative matters through analysis of selected subjects, policies, plans, programs, and requirements. Directs issuance of necessary information, guidance, directives, and publications, as required to accomplish management objectives; and directs preparation, coordination, and timely submission

of correspondence, reports, and other material of the activity.

c. Coordinates executive support activities: Coordinates office administration including personnel, office, travel, and local transportation services; correspondence control, files, reference, publications, and forms initiation services; records management; and budgeting for staffing and operations of the executive support activity. Monitors staff endeavor to assure conformity with management objectives and doctrine.

d. Performs technical executive support functions: Insures interface and compliance of unit/office administrative systems/ procedures with host Director of Administration policies, systems, and procedures; represents command/management on boards, forums, and committees projecting views and objectives of the organization; develops oral and written presentations for use of management in presenting various aspects of the organization to service, public and private audiences; delivers presentations on behalf of management; and commands units established for non-technical support purposes, such as headquarter's squadrons, school squadrons, support squadrons, and other similar activities.

3. SPECIALTY QUALIFICATIONS

a. *Knowledge:* Knowledge of principles of business administration, human relations, and consultative techniques is *mandatory*.

b. *Education:* Bachelor's degree, preferably in management, business, or public administration, is desirable.

c. *Experience:* A minimum of 12 months experience in executive support assignment is *mandatory*. It is mandatory that experience include developing, performing and coordinating management functions.

d. *Training:* Completion of administrative or management analysis course is desirable.

4. SPECIALTY DATA

a. *Grade Spread:* Warrant officer and second lieutenant through major.

b. *Related D.O.T. Jobs:*

Manager, Industrial

Organization ----- 189.118

Manager, Branch ----- 189

Administrative Assistant ----- 169

Administrative Analyst ----- 169

Executive Secretary ----- 169

c. *Related DOD Occupational Group:* 7