

325th FORCE SUPPORT SQUADRON



MISSION

The 325th Force Support Squadron is charged with carrying out a total force support mission for Tyndall Air Force Base, which includes programs to enhance readiness by providing worldwide combat support and community services for all active duty and retired members, and their families.

The Marketing and commercial sponsorship office provides all publicity, graphic and sponsorship support for the 325th Force Support Squadron. This office creates media such as the FSS website, the Leisure Guide and more. This office is also responsible for conducting local surveys as well as managing the Integrated Customer Evaluation system. Commercial sponsorship and advertising offsets nonappropriated fund program costs of morale, welfare and recreation elements of Force Support programs. This office coordinates all commercial sponsorship as this is the only authorized entity on Tyndall that can solicit companies for support.

Tyndall Honor Guard: This highly-disciplined, professional team consists of more than 59 volunteers, who provide honors throughout northern Florida and southern Georgia for active duty, retired and veterans of the armed services. In addition to providing dignified ceremonies for fallen countrymen, the honor guard serves as Tyndall's "Ambassadors of the Air Force" in parades and official ceremonies on base and the local community.

The Resource Management office is responsible for all nonappropriated funds (NAF), appropriated funds, Information Systems, NAF Contracting, and Logistics for the Morale Welfare and Recreation activities of the Force Support Squadron. We monitor the Private Organization Program and serve as the focal point for all fundraiser requests from private organizations and

unofficial activities. The Resource Management office also oversees Special Morale and Welfare (SM&W) and Unit Enhancement Funds (Picnic funds).

The Installation Personnel Readiness (IPR) office is responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to deployment availability information, personnel accountability, and duty status reporting for contingency, exercise, and deployments for Team Tyndall. IPR responsibilities are covered in the following five categories: planning, GCCS-AF systems, accountability, deployment processing, and general deployment and exercise operations.

The Force Development Flight is responsible for providing strategic advice to leadership as well as customer service across the entire spectrum of military and civilian personnel for force development. They focus on developing the workforce by producing human capabilities through deliberately planned and executed force development policy and doctrine. Quality training, education, and development programs are essential in maximizing the efficiency of military and civilian members in the performance of their jobs. Such development must be systematic and tailored to the Air Force's specific needs. The flight is composed of four sections: Education and Training, Professional Development/ FTAC, Library, and the Airman Leadership School (ALS).

The Tyndall Airman and Family Services Flight help individuals and families enhance their quality of life, and supports commanders as the focal point for issues important to families. Single or married Active Duty, Guard, Reservist, Retired Military members and each of their families, as well as DoD civilians are eligible for our services. The Airman and Family Services Flight, which consists of the Airman and Family Readiness Center, Child Development Center, Family Child Care, and Youth Activities is the service organization for Air Force families and is the focal point for family issues. The emphasis of these programs is to assist military members and their families in meeting the unique challenges of military life.

Community Services Flight: A largely diverse flight comprised of the core business and recreation facilities of Force Support Squadron. The Community Services Flight includes the Community Activity Center, Information, Tickets and Tours operation, the Aero Club, Pelican Point Golf Course, Raptor Lane Bowling Center, Beacon Beach Marina, Bonita Bay Outdoor Recreation, Arts n Crafts Center (to include the Auto Hobby Shop) the Tyndall AFB FAMCAMP and the Private Animal Care Clinic. In addition the flight administers the RRRP base recycling program. You can fly, golf, bowl, shoot, boat, eat, climb or sail with us!

The Sustainment Services Flight contributes to the readiness, improved productivity, and quality of life for Air Force people. The flight includes the Berg-Liles dining facility, Eagle Quick Turn flight kitchen, Heritage Club, Oasis and Pizza Pub Snack Bar, Fitness and Sports Center, and Sand Dollar Inn Lodging.

Manpower and Personnel Flight (MPF) After the merger into one squadron the Military Personnel

Flight was renamed the Manpower and Personnel Flight, and is located in the Base Support Center. Within the MPF are the Military Personnel Section (MPS), Manpower and Organization, Civilian Personnel, and NAF Human Resources.

Military Personnel Section consists of three sections: Customer Support, Force Management Operations, and Career Development. The Force Management Operations Section encompasses many aspects of the old career enhancement element. Force Management Operations manages evaluations, classifications, and decorations. The Career Development Section does just as the title suggests and manages the development of the Air Force member. This is the one stop shop for out-bound assignments, formal training, extensions, reenlistments, separations and retirements.

Manpower and Organization Section provide Team Tyndall with the manpower and organization services needed for improved mission performance and insightful planning to support the world's best Air Dominance team. Personnel assigned to MO provide diverse services focused on the effective and efficient accomplishment of our customers' mission. They provide manpower management support to wing, group, and squadron personnel in the following areas: determining manpower requirements, performing competitive sourcing studies, unit activations, deactivations, re-designations, reorganizations, maintaining the Deliberate Crisis Action Planning and Execution System and updating the War Mobilization Plan III database; Innovative Development through Employee Awareness and Productivity Enhancement Capital Investment Programs, team excellence awards, and the Air Force Chief of Staff Survey and READY Program.

Civilian Personnel Section advises management on civilian personnel program policy and offers guidance regarding affirmative employment/staffing, compensation and position management, employee management relations (EMR) and labor management relations (LMR). The section also provides services needed by approximately 742 appropriated funded employees. The CPS strives to recruit, retain, and train a highly qualified and diverse workforce for serviced activities. The labor and employee-management relations section is responsible for providing guidance and assistance to supervisors and managers in carrying out their personnel management responsibilities. These responsibilities include assistance and information concerning conduct and discipline, the employee assistance program, performance management, awards, grievance and appeal procedures, and the Office of Workers' Compensation Program. The affirmative employment/staffing section provides management advisory on recruitment options/process/timelines, pay setting, coordinates with AFPC on referral lists, and inprocesses employees. The section also administers the Priority Placement Program (PPP), Summer Hire and Direct Hire programs, and advises on reduction-in-force (RIF) actions.

The Non-appropriated Fund (NAF) Human Resources office currently is serving approximately 335 NAF personnel assigned to 325 FSS. The NAF Human Resources office currently handles all staffing, recruitment, labor and employee management relations involving Non-appropriated Funds employees.

LINEAGE

325th Food Service Squadron, Fighter, All-Weather constituted, 10 May 1948
Activated, 9 Jun 1948
Redesignated 325th Food Service Squadron, 20 Jan 1950
Inactivated, 6 Feb 1952
Activated, 18 Aug 1955
Discontinued and inactivated, 1 Feb 1961
Redesignated 325th Services Squadron, 17 Jun 1981
Activated, 1 Jul 1981
Redesignated 325th Morale, Welfare, Recreation and Services Squadron, 1 Sep 1992
Redesignated 325th Services Squadron, 1 Jan 1994
Redesignated 325th Force Support Squadron, 3 Nov 2008

STATIONS

Hamilton AFB, CA, 9 Jun 1948
Moses Lake AFB, WA, 26 Nov 1948
McChord AFB, WA, 23 Apr 1950-6 Feb 1952
McChord AFB, WA, 18 Aug 1955-1 Feb 1961
Tyndall AFB, FL, 1 Jul 1981

ASSIGNMENTS

325th Air Base Group, 9 Jun 1948-6 Feb 1952
325th Fighter Group, 18 Aug 1955
325th Air Base Group, 18 Oct 1956-1 Feb 1961
325th Combat Support (later, 325th Support; 325th Mission Support) Group, 1 Jul 1981

COMMANDERS

HONORS

Service Streamers

None

Campaign Streamers

None

Armed Forces Expeditionary Streamers

None

Decorations

Air Force Outstanding Unit Awards
16 May 1984-15 May 1985
1 Jul 1985-30 Jun 1987
1 Jul 1993-30 Jun 1995
1 Jul 1994-30 Jun 1996
1 Jul 1996-30 Jun 1997

1 Jul 1997-30 Jun 1999
1 Jul 2002-30 Jun 2004
1 Jul 2004-30 Jun 2005
1 Jul 2005-30 Jun 2006
1 Jul 2006-30 Jun 2007

EMBLEM



On a disc Azure, a wreath of olive branches Vert, surmounted by a lightning flash bendwise sinister Or, overlaid by a torch Argent fired Gules, all within a diminished bordure Sable. Attached above the disc, a Yellow scroll edged with a narrow Black border and inscribed "325TH SERVICES SQ" in Black letters. Attached below the disc, a Yellow scroll edged with a narrow Black border and inscribed "TEAM INTEGRITY" in Black letters. **SIGNIFICANCE:** Ultramarine blue and Air Force yellow are the Air Force colors. Blue alludes to the sky, the primary theater of Air Force operations. Yellow refers to the sun and the excellence required of Air Force personnel. The olive branches signify peace and peacekeeping of the defense mission. The lightning flash represents power and readiness. The torch is a symbol of excellence and describes the attributes of strength, vigilance, spirit and camaraderie that are the center of the service mission. (Approved, 20 Oct 1999)

MOTTO

NICKNAME

OPERATIONS

The 325th Services Squadron was one of six squadrons assigned to the 325th Mission Support Group, 325th Fighter Wing, Tyndall Air Force Base, Fla. The squadron provides comprehensive combat support and community services for active duty and required military and their family members in support of wing and associate unit missions. The squadron deploys worldwide on short notice to support national security requirements by conducting food service, lodging, fitness, recreation, laundry and mortuary operations. The squadron provides in-garrison morale, welfare and recreation programs, to include child development and youth programs, food service, lodging, recreation, physical fitness, and readiness. The squadron's primary objectives are

tied to personal fitness, unit and community cohesion, family well-being, quality of life, recreation awareness and outreach.

Services morale, welfare and recreation programs originated during the Revolutionary War when food, lodging and sale of goods by settlers provided income to post funds. Congress officially recognized military welfare and post funds in an 1861 Civil War appropriation bill. During that time, organizations such as the United States Sanitary Commission (forerunner of the American Red Cross) and religious groups were visiting troop locations and providing forms of recreation. When a huge citizen army was established during World War I, library services, troop canteens, sports programs, cultural arts programs, a motion picture service, and the United Services Organization (USO) were founded. Service clubs were begun in World War II. Since that time, these services have evolved into a growing multi-faceted leisure time program.

Air Force Order of Battle
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Sources

Air Force Historical Research Agency. U.S. Air Force. Maxwell AFB, AL.
The Institute of Heraldry. U.S. Army. Fort Belvoir, VA.