

## 21st FORCE SUPPORT SQUADRON



### MISSION

The 21st MSS supports 21st Space Wing personnel and tenant organizations at Peterson AFB, Schriever AFB and Cheyenne Mountain AFS. Indirect support is provided to all 21st SW geographically separated units. The 21st MSS is responsible for military and civilian personnel, education, family support, information management support, the Airman Leadership School and the First Term Airmen Center. The squadron also provides administrative support for people assigned to the 21st Mission Support Group and staff agencies assigned to the 21st Space Wing.

The military personnel flight provides customer service to more than 7,500 active duty Air Force and 400 Navy and Marine personnel and over 46,000 family members and retirees in the greater Colorado Springs area. Major sections of the MPF include career enhancement, personnel relocation and personnel systems and readiness.

Information and assistance are available on awards and decorations, assignments, promotions, separations, early retirement, early release programs, quality force issues, contingency TDYs, training and personnel system updates. The MPF is also the first stop for the issue of identification cards for active duty, DoD civilian and contract employees and retired military people and their families. Casualty support counseling and information are provided to military families for the greater part of the state of Colorado.

The goal of the Civilian Personnel Flight is to provide timely, accurate, responsive service to all customers at all times. Advisory services include affirmative employment, employee and labor management relations, resource management, and civilian personnel data systems.

The Education Center staff can provide extensive information and assist in making decisions on

the best program/school for to reach education goals. The Education Center also has extensive information regarding schools in the local area and outside. Other program information, counseling and advisement provided through the Education Center include: Air Force commissioning programs for those military members interested, Professional Military Education information, Military Tuition Assistance, Civilian Tuition Assistance for Civil Service employees, College level testing, General Financial Aid Information.

The Manpower and Organization Flight is dedicated to using innovation ideas to solve problems that secure unsurpassed personal, professional and combat readiness for the 21st Space Wing. Professional Manpower consultants ensure organizations are better equipped to meet the high-paced demands on today's manpower and resource constraints.

Complex analysis of program allocation and control allows Manpower Analysts to work closely with higher level management to make smart decisions with military and civilian grade allocations; planning, programming, budgeting and execution; future years defense program; and other programs aimed at economically planning and using manpower resources. Through expert Manpower analysis, organizations are better postured to envisage future requirements with the most effective and efficient resources available for peacetime and contingency operations through strategic planning, reengineering, process improvement, productivity enhancements, and competitive sourcing. Productivity programs include the Air Force Innovative Development through Employee Awareness and Productivity Enhancing Capital Investment programs. These programs offer incentives to perform work faster, cheaper, and more efficiently.

The Manpower Office offers expert analysis of military and civilian position management and provides recommendations for managing organizational structure for all 21st Wing units. This includes being a key player in unit activations, inactivations, redesignations, objective structures and reorganizations. A new responsibility for the Manpower office is to maintain the civilian hierarchy database which is the avenue for supervisors and managers to access their subordinate civilian employee records for the NSPS appraisal review process.

The Airman Leadership School offers Enlisted Professional Military Education to all senior airmen in the Peterson Complex, to include Ft. Carson, Cheyenne Mountain Air Force Station, Buckley and Schriever Air Force Bases, Colo. A dedicated faculty and staff of four conduct seven annual classes with an average class size of 28 students per class. Each class is five weeks, and graduates earn a total of 9 semester hours toward a Community College of the Air Force degree in leadership and management, managerial communication, and military studies.

The PDC is home to the First Term Airmen Center, Career Assistance Advisor, and the Professional Enhancement Program. Mandatory and optional enhancement classes and seminars are ongoing for enlisted, officer and civilian members from all local installations and sister services.

The community support center has a variety of programs to enhance the quality of life for people who live and work in the Peterson Complex area. An information library of resources is available that helps the center staff direct people to the right resources. Support and services are also

available during times of local or national emergency, mobilization, deployment or evacuation. Packages are available on family readiness and family reunion.

The relocation assistance program helps single and married families prepare for relocation to a new base or adjust to life at the Peterson Complex once they get here. Family services offers a loan closet, prepares sponsor and welcome packets and maintains information brochures on other bases. Complimentary layettes are given to the first-born babies of staff sergeants or below and second lieutenants.

The transition assistance program helps those who are separating or retiring to get the skills they need to find a job. An employment resource center has computers to help people complete their resumes and write their cover letters. The spouse employment assistance program provides career counseling, job search techniques, computer and typing instruction to upgrade skills as well as job referrals. The volunteer program recognizes the contributions of volunteers and strives to provide skills that will enhance their personal and professional development.

The Personal Financial Management Program provides individual and family budget counseling. Classes are available on checkbook management, credit advantages and disadvantages, car and home buying, insurance and investments. The Air Force Aid Society offers emergency financial assistance through interest-free loans or grants. Educational loans and grants are also available for family members seeking a vocational certificate or graduate degree. A limited emergency food pantry is maintained for temporary aid.

### **LINEAGE<sup>1</sup>**

Air Base Squadron, 22nd Air Base Group constituted, 20 Nov 1940

Activated, 15 Jan 1941

Redesignated 21st Air Base Squadron, 17 Jan 1941

Redesignated 21st Base Headquarters and Air Base Squadron, 13 Jan 1942

Disbanded 1 Apr 1944

Reconstituted and redesignated 21st Mission Support Squadron, 9 May 1989

Activated, 1 Sep 1989

Inactivated, 19 Dec 1991

Activated, 15 May 1992

Redesignated 21st Force Support Squadron, 15 Jul 2008

### **STATIONS**

Savannah, Georgia, 15 Jan 1941

Daniel Field, Georgia, 8 Aug 1941-1 Apr 1944

Elmendorf AFB, Alaska, 1 Sep 1989-19 Dec 1991

Peterson AFB, Colorado, 15 May 1992

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<sup>1</sup> Air Force Historical Research Agency. U.S. Air Force. Maxwell AFB, AL.

## **ASSIGNMENTS**

22nd Air Base Group, 15 Jan 1941

3rd Air Force Base Command, 6 Nov 1941

Warner Robins Air Service Command, 2 Mar 1943-1 Apr 1944

21st Combat Support (later Support) Group, 1 Sep 1989-19 Dec 1991

21st Support (later Mission Support) Group, 15 May 1992

## **COMMANDERS**

Maj Robert Romer

Lt Col A. Dremstedt

## **HONORS**

### **Service Streamers**

World War II

American Theater

### **Campaign Streamers**

### **Armed Forces Expeditionary Streamers**

### **Decorations**

Air Force Outstanding Unit Awards

1 Oct 1992-30 Sep 1994

1 Oct 1995-30 Sep 1997

1 Oct 1997-30 Sep 1999

1 Jan 1998-31 Dec 1998

1 Jan 1999-31 Dec 1999

1 Jan 2000-31 Aug 2001

## **EMBLEM**



**MOTTO**

**OPERATIONS**