



Helpful Advice for USAF Security Forces Troops and Supervisors.



Helpful Advice for United States Air Force Security Forces Troops and Supervisors

The **Security Forces career field** in the **Air Force** is among the largest across the entire **Air Force** and covers a multitude of different tasks and jobs that you would never think of. In some ways that is a good thing because it keeps you on your toes and in other ways it can leave you feeling confused at times in knowing your true job description.

If you don't like something, change it. If you can't change it, change your attitude.

As you begin changing your thinking, start immediately to change your behavior. Begin to act the part of the person you would like to become. Take action on your behavior. Too many people want to feel, then take action. This never works.

- Don't try to be the best, give it your best.
- Know your role.
- Keep your sucks to yourself; airmen don't need to hear NCO's complain.
- Be proactive and not reactive.
- The mission is second...Take care of the people first because they take care of the mission. They will help you get promoted.
- Learn the rules of engagement. The game is the same only the faces change.
- Do your best and do not be afraid to ask for help.
- Success is a journey, not a destination

COMMUNICATION:

(Written Communication) Key thing to remember that you need your records to convey:

- Unit
- Base
- Community

- Every two weeks write bullets. Your bullet structure should consist of “What you did?” “How you did it?” “Outcome (quantify)” – eliminate the fluff at the beginning...it takes away from the impact (i.e. Superior NCO!)

- Submit quarterly awards once/twice a year...need to be consistent in reports
- Prep nomination packages 1 month prior and discuss with supervisor

COMMUNITY INVOLVEMENT:

- Volunteer for organizations that interest you
- Try to include kids with volunteer activities
- Suggested Organization:
 - 5/6, Top III
 - AFSA
 - Booster Club
 - Quarterly Boards
 - School Mentorship
 - ROTC Volunteerism
 - Emcee for Observances; contact EO for a list of annual Observances
 - Toastmaster's
 - 2 volunteers a Qtr or a month
 - Do things other people are not doing

SELF IMPROVEMENT:

- One self-improvement a month/Qtr
- Read the PDG. Study the PDG Gold...score 90 or above before moving to next chapter...use the MKTS Survey.

PERFORMANCE MANAGEMENT:

- Create a things to do list daily...always have a plan.
- Training & teamwork should be your first priority.
- Ask your subordinates what they expect from you; afterwards, give your expectations (first rule of thumb is that it should not be unlawful, immoral < violating principles of right and wrong>, or unethical < cheating, corrupt, crooked, deceitful>).
- Training program should include inspection items.
- Followership...back up boss...mentor officers
- Study Johari's Window...particularly the window of Ignorance (I don't know what I don't know)...lack of knowledge will result in experimenting.

SITUATIONAL LEADERSHIP (task specific):

Performance is measured by effectiveness and efficiency. Consider outside influences, interpersonal relationship, time, motivation, behavioral influence, and leadership styles. Match leadership style to your subordinate's development level. Leadership styles are primarily directing and supporting.

Four Basic Leadership Styles are (objective should be to get everyone on a D3 or D4 level):

- **(Development Level 1)** (Leadership Style = Directing) – subordinate has low/no experience, but is motivated to do the job (Supervisor - tell them what to do)
- **(Development Level 2)** (Leadership Style = Coaching) – subordinate has some experience, but not motivated/interchangeable (Supervisor - inexperienced/need direction and feedback)
- **(Development Level 3)** (Leadership Style = Supporting) – subordinate is knowledgeable; motivation varies (Supervisor- listen/provide support and encouragement)
- **(Development Level 4)** (Leadership Style = Delegation) – subordinate is knowledgeable, motivated (Supervisor -enable to work on projects by themselves)

The people who learn the most aren't necessarily the ones who spend time with the smartest people. They are the ones with a teachable attitude.

Always,

[Defensor Fortis](#)