



Colorado Air National Guard

Traditional

Position Announcement

COANG 20-006



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: CHIEF ENLISTED MANAGER	AFSC: 3E000	OPEN DATE: 16-Dec-19	CLOSE DATE: 10-Feb-20
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UNIT OF ACTIVITY/DUTY LOCATION: 140 Civil Engineer Squadron Buckley AFB, CO 80011	GRADE REQUIREMENT: Minimum: E8 Maximum: E9
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SELECTING SUPERVISOR: Lt Col William Smith	VACANCY 02049011C	PHYSICAL PROFILE: <i>(Officer N/A)</i> PULHES – 111221 X Factor – M ASVAB – M:35, E:35
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AREAS OF CONSIDERATION

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| <input checked="" type="checkbox"/> Traditional | <input checked="" type="checkbox"/> Nationwide (Military eligible for membership in the COANG) |
| <input checked="" type="checkbox"/> Current COANG members | <input type="checkbox"/> Commissioning Opportunity |
| <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer | |

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

DUTIES and RESPONSIBILITIES:

Selected individual must have a valid secret security clearance. Individual selected for this position must have qualifications in and possession of one of the following AFSCs: 3E000, 3E090, 3E290, 3E490, 3E591, 3E691, 3E791, 3E891, 3E991. The primary purpose of the position is to serve as the Chief Enlisted Manager for the 140th Civil Engineer Squadron. Directs subordinates engaged in technical and clerical work related to civil engineer facility maintenance and operations, resource management, unit training, and enlisted force management. Oversees the base comprehensive planning process which involves coordination with the host base civil engineer squadron, the identification and development of short and long-range programs for maintenance, repair and construction of facilities and base infrastructure systems. Manages the traditional Prime BEEF enlisted force. Assists with development of strategic plans for unit, base, and enlisted force. Facilitates professional, timely communications between Squadron, Joint Force Headquarters, and host Wing. Maintains excellent relationships and communications within the Squadron. Serves as the Senior Enlisted Advisor to the Squadron Commander. Knowledge is mandatory of: contingency engineering, contingency base operations, survivability skills, including force bed-down, expedient damage repair and recovery after attack; methods, sources, and techniques of engineering design, construction, maintenance, operation, and repair of facilities and utility systems; resource acquisition and management; military facilities programming and planning; environmental stewardship; management of real property; fire prevention and protection; engineering research and development; and formulation, coordination, and administration of plans and programs. Provides oversight of facility maintenance and repair operations and planning. Oversees resource planning, execution, and management. Serves as Approving Official for GPC, SRM, O&M, and FOMA programs. Enforces federal, state, DoD, AF, ANG, and COANG policies and regulations. Serves as a role model and mentor for enlisted force.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

Must have completed WMGT 570

Announced concurrently with COANG 20-339.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 2359 on or before the closing date.

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
6. Additional requirements:

Add any other documentation you want provided.

*****SUBMIT ELECTRONIC ONLY*****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9302/DSN 847-9302 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

Shaunte.l.kerford.mil@mail.mil
Lydia.L.Hanson.mil@mail.mil;
julia.p.warner2.mil@mail.mil

OR:

SUBMIT APPLICATIONS VIA AMRDEC

SAFE: <https://safe.amrdec.army.mil/safe/>

Shaunte.l.kerford.mil@mail.mil
Lydia.L.Hanson.mil@mail.mil;
julia.p.warner2.mil@mail.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.