



Colorado Air National Guard Traditional Position Announcement



COANG 22-005

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

POSITION TITLE: Services Craftsman	AFSC: 3F1X1	OPEN DATE: 20-Dec-21	CLOSE DATE: 20-Jan-22
UNIT OF ACTIVITY/DUTY LOCATION: 233 Space Group Greeley ANG Station, CO 80631		GRADE REQUIREMENT: Minimum: E5 Maximum: E7	
SELECTING SUPERVISOR: 2LT Jon Smail	VACANCY 107956634	PHYSICAL PROFILE: (Officer N/A) PULHES – 333333 X Factor – H ASVAB – G-24	

AREAS OF CONSIDERATION

- | | |
|---|--|
| <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

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2. Duties and Responsibilities:

- 2.1. Manages Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levels and safeguarding procedures. Maintains liaisons with civilian industry to keep abreast of current trends, product development, and improved service techniques. Evaluates contractor performance in outsourced Services functions. Determines APF and NAF budget requirements. Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures.
- 2.2. Operates food service activities. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervises and manages Dining Facilities, Flight Kitchens, Alert Facilities, Small (MUNS) Sites, and Missile Alert Facility Feeding Operations (MAFFO), Kiosks, and Provisions on Demand. Manages subsistence distribution, warehouse, and logistical functions. Operates fixed, bare base, missile alert and portable facilities and equipment.
- 2.3. Executes fitness and sports programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unit fitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Explains concepts of fitness requirements. Demonstrates proper conditioning procedures, weight training and aerobic equipment techniques.
- 2.4. Performs recreation programming and community support functions. Plans and provides and Morale, Welfare, and Recreation (MWR) programs and activities. Performs marketing and advertising for community support functions. Operates MWR functions. Executes directed and self-directed programs and events.
- 2.5. Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Oversees home station readiness training. Oversees base support plan and continuity of operations plan program management. Performs unit deployment manager responsibilities. Operates unit control center (UCC) command and control operations.
- 2.6. Establishes and manages contingency quarter's operations. Determines lodgment of inbound personnel. Maintains locator system. Monitors contingency quarter's occupancy status, and determines availability of transient quarters.
- 2.7. Performs mortuary affairs administration functions. Performs mortuary operational support. Conducts, trains and supervises teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

All other duties as assigned.

The duties and responsibilities are directly from the Air Force Enlisted Classification Directory (AFECD). Primary Service duties in the 233d Space involve the food and lodging program, but will include a broad range of responsibilities.

Please call 2Lt Jon Smail at DSN 259-5003 or (970) 378-5003 if you have additional questions about this position.

Signature of Selecting Official:

Print:

Sign:

Signature of Unit Commander:

I DO DO NOT CONCUR

Print:

Sign:

Signature of Group Commander:

I DO DO NOT CONCUR

Print:

Sign:

Signature of MPS: SUBMIT FOR PROCESSING/POSTING TO: 140 MPS DSG Announcement Review in GEARS

I DO DO NOT CONCUR

Sign: