



# Colorado Air National Guard

## Traditional

### Position Announcement

COANG 22-008



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

<b>POSITION TITLE:</b> Services Craftsman	<b>AFSC:</b> 3F1X1	<b>OPEN DATE:</b> 3-Jan-22	<b>CLOSE DATE:</b> 7-Feb-22
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 233 Space Group Greeley ANG Station, CO 80631		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5    Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> 2LT Jon Smail	<b>VACANCY</b> 107956634	<b>PHYSICAL PROFILE: (Officer N/A)</b> 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.

**DUTIES and RESPONSIBILITIES (Cont'd):**

**SPECIALTY QUALIFICATIONS:**

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never been convicted by courts-martial.

3.5.2.3. Never been convicted and sentenced to confinement by a civilian court.

3.5.2.4. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.

Do not need to possess the 3F1X1 AFSC to apply for this position.

Any member cross-training into this position must be willing and able to attend tech school within one year of selection.

**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 720-847-9446/DSN 847-9446 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

**E-MAIL APPLICATIONS TO MPS:**

michael.henderson.8@us.af.mil

**OR:**

**SUBMIT APPLICATIONS VIA**

**AMRDEC SAFE: <https://safe.apps.mil/>**

michael.henderson.8@us.af.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.

**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: