



**Colorado Air National Guard
Traditional
Position Announcement
COANG 22-006**



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

POSITION TITLE: Dining Facility NCOIC	AFSC: 3F171	OPEN DATE: 4-Jan-22	CLOSE DATE: 6-Feb-22
UNIT OF ACTIVITY/DUTY LOCATION: 140 Force Support Squadron Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E6 Maximum: E7	
SELECTING SUPERVISOR: SMSgt Leah J. Fishman	VACANCY 001749971C	PHYSICAL PROFILE: (Officer N/A) PULHES – 333333 X Factor – H ASVAB – 24-G	

AREAS OF CONSIDERATION

- | | |
|---|---|
| <input checked="" type="checkbox"/> Traditional | <input 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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2.1. Manages Force Support operations. Improves Air work methods and procedures to ensure economic operation and customer satisfaction. Executes customer service and support programs Resolves customer complaints. Applies accounting principles to control resources. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Establishes equipment layout, and operation and maintenance procedures. 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. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, field resale operations, and protocol support to deployed personnel.

2.2. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions.

2.3. Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Monitors lodging quarter's occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising 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.

2.4 And other duties as assigned.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

- 3.1. Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.
- 3.2. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, physical education, and typing is desirable.
- 3.3. Training. For award of AFSC 3F131, completion of the basic services course is mandatory.
- 3.4. Experience. The following experience is mandatory for award of AFSC indicated:
- 3.4.2. 3F171. Qualification in and possession of AFSC 3F151. Also, experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs and activities, and recreation operations and programs.
- 3.5. Other. The following are mandatory as indicated:
- 3.5.1. For entry into this specialty, see attachment 4 for entry requirements.
- 3.5.2. For entry, award, and retention of these AFSCs:
- 3.5.2.1. Ability to speak distinctly. AFECD, 31 October 2020 241
- 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.
- 3.5.3. For award and retention of these AFSCs:
- 3.5.3.1. Must maintain local network access IAW AF1 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

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: