



# Colorado Air National Guard

## Traditional

### Position Announcement

#### COANG 19-013



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

<b>POSITION TITLE:</b> Emergency Mgr Training or Logistics NCOIC	<b>AFSC:</b> 3E971	<b>OPEN DATE:</b> 15-Nov-18	<b>CLOSE DATE:</b> Open Until Filled
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140 Civil Engineer Squadron Buckley AFB, CO 80011		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5    Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> SMSgt Megan Legacy	<b>VACANCY</b> Multiple	<b>PHYSICAL PROFILE: (Officer N/A)</b> PULHES – 222221    X Factor – H    ASVAB – G-62	

#### AREAS OF CONSIDERATION

Traditional   
  Tech (must bring EA/review by FSS)   
  AGR (must bring EA/review by FSS)

Current COANG members   
  Nationwide (Military eligible for membership in the COANG)

Enlisted   
  Officer   
  Commissioning Opportunity

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

#### DUTIES AND RESPONSIBILITIES

**DUTIES and RESPONSIBILITIES:**

Serves as the Training NCOIC in the 140th Civil Engineer Squadron, Readiness and Emergency Management Flight.

Conducts emergency management and emergency response training. Manages, schedules, and conducts training on readiness activities and survival measures for disasters and contingencies. Provides briefings, and develops installation emergency management training and educational materials.

Develops and executes Unit Training Assembly schedules in coordination with Prime BEEF Manger and Flight Chief. Coordinates with Wing agencies to ensure training is provides for wing population. Monitors Flight training activities. Ensures that one, three, and five year training plan is developed/maintained to include flight, squadron, and wing events. Assists Flight Chief and Unit Training manager with Air Force Training Record (AFTR) documentation.

Manages all aspects of the EM Training and Education Program. Determines requirements for training, facilities, space, equipment, visual aids and supplies to support training requirements, and monitors the training and education program to ensure effective use of support items. Develops and distributes multimedia presentations, lesson plans, educational pamphlets and handouts to support training efforts. Coordinates requirements with unit and staff agency training schedulers. Instructs indoor and outdoor training using lecture and demonstration-performance methods. Prepares and maintains training documentation. Performs trend analysis on unit scheduling, attendance and classroom utilization rates.

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

**SPECIALTY QUALIFICATIONS:**

**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 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:**

**OR**

**SUBMIT SECURE APPLICATIONS VIA SAFE ACCESS  
FILE EXCHANGE (SAFE) <https://safe.arl.army.mil/>**

matthew.b.mensch.mil@mail.mil  
Lydia.L.Hanson.mil@mail.mil;  
ada.a.ponder.mil@mail.mil;  
julia.p.warner2.mil@mail.mil

matthew.b.mensch.mil@mail.mil  
Lydia.L.Hanson.mil@mail.mil;  
ada.a.ponder.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.