



Colorado Air National Guard

Traditional

Position Announcement

COANG 19-014



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

POSITION TITLE: Services Craftsman	AFSC: 3F191	OPEN DATE: 19-Nov-18	CLOSE DATE:
UNIT OF ACTIVITY/DUTY LOCATION: 140 Force Support Squadron Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E7 Maximum: E8	
SELECTING SUPERVISOR: SMSgt Felipe A. Toro	VACANCY 10150991C	PHYSICAL PROFILE: (Officer N/A) PULHES – 3333333 X Factor – H ASVAB – G-24	

AREAS OF CONSIDERATION

<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Tech (must bring EA/review by FSS)	<input type="checkbox"/> AGR (must bring EA/review by FSS)
<input checked="" type="checkbox"/> Current COANG members	<input checked="" type="checkbox"/> Nationwide (Military eligible for membership in the COANG)	
<input checked="" type="checkbox"/> Enlisted	<input type="checkbox"/> Officer	<input type="checkbox"/> Commissioning Opportunity

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

DUTIES AND RESPONSIBILITIES

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Manages Force Support operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and nonappropriated fund (NAF) budget requirements. 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. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management for NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Operates and supervises automated accounting, requisitioning, and reporting systems. 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.

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. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action. Performs Services functions. 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. Ascertains occupancy status, and determines and certifies nonavailability 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. Serves as the installation and MAJCOM level protocol NCO. Works with general officers, escorts, distinguished visitors, advises, setup and precedence during official ceremonies.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

Experience: 3F191. Qualification in and possession of AFSC 3F171. Also, experience managing and operating services programs such as food service, fitness and sports, readiness mortuary, protocol, and lodging. mandatory.

The following are mandatory for entry, award, and retention of these AFSCs:

1. Ability to speak distinctly.
2. Never been convicted by courts-martial.
3. Never been convicted and sentenced to confinement by a civilian court.

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.