



**Colorado Air National Guard
Traditional
Position Announcement
COANG 19-029**



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

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| POSITION TITLE: IG Superintendent | AFSC: 81000 | OPEN DATE: 29-Jan-19 | CLOSE DATE: 28-Feb-19 |
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| UNIT OF ACTIVITY/DUTY LOCATION: 140 Wing Buckley AFB, CO 80011 | GRADE REQUIREMENT: Minimum: E7 Maximum: E8 |
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| SELECTING SUPERVISOR: Lt Col Pieper, 140 Wing | VACANCY 106327334 | PHYSICAL PROFILE: <i>(Officer N/A)</i> PULHES – N/A X Factor – N/A ASVAB – N/A |
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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:

Advises, provides feedback, support, and assists the Inspector General (IG) and Director of Inspections (IGI) on all activities related to the Air Force Inspection System (AFIS). Plans, conducts, and monitors IG inspection activities. Formulates plans and establishes guidance for readiness, compliance, self-inspection, and assessment programs in accordance with Title 10 USC Section 8583 and the Commander's Inspection Program (CCIP). Develops, establishes and controls methods and procedures for implementing IG programs. Inspects and evaluates compliance and readiness activities, personnel, equipment, training and facilities. Reviews corrective action plans on all deficiencies. Maintains liaison with the Wing IG, Wing Inspection Team (WIT) members, and unit-level Self-Assessment Program Managers (SAPMs). Also serves as a liaison within the functional community, such as Gatekeepers and external entities, as required. Reports and records pertinent information to inspection programs. Performs self-assessments and presents detailed and comprehensive reports, with any corrective action taken to supervisor. Follows up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. Maintains inspector training qualification and certification records on individuals selected as WIT members. Provides training to IG personnel and ensures inspectors are familiar and proficient with the Management Internal Control Toolset (MICT). Manages CCIP dashboard for the Wing providing real-time data on Wing programs and inspections. Monitors discrepancies and suspense updates. Acts as primary IGEMS administrator and schedules IGEMS training. Provides analysis and trends of Wing inspection programs and capabilities including IGEMS, Unit Self-Assessment Programs (SAP), and MICT. Tracks corrective action plans from inspected organizations. Manages the Wing inspection calendar and SharePoint. Independently assesses Wing programs & capabilities. Assists with elements of Complaint Resolution. Maintains good order and discipline and creates a professional environment.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge of Air Force readiness and compliance objectives, enlisted leadership and management concepts and their relationship to mission accomplishment is mandatory.
Education. For entry into this SDI, ARC Airmen must immediately enroll in the correspondence course upon selection for inspections duty (if not currently enrolled/complete), and must complete the course within 12 months after attending the Air Force Basic Inspector or Training Course.
Training. Completion of the Air Force Basic Inspector Course taught by the Air Force Inspection Agency (AFIA) or the Inspector General Training Course (IGTC) is mandatory.
Experience. Previous inspector experience at the unit, wing or MAJCOM is mandatory.
Other
For entry into this specialty:
Demonstrated ability to prepare written reports.
Recommendation by unit commander.
No Unfavorable Information File or open IG investigations.
For entry and retention of this specialty, must meet requirements listed in AFI 90-201, The Air Force Inspection Program.
For award and retention of AFSC 81000, must maintain local network access IAW AFMANs 17-1201, User Responsibilities and Guidance for Information Systems and 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 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.