



Colorado Air National Guard

Traditional

Position Announcement

COANG 25-037

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



POSITION TITLE: ADMINISTRATION CRAFTSMAN	AFSC: 3F071/3F571	OPEN DATE: 11-Jun-25	CLOSE DATE: 15-Jul-25
UNIT OF ACTIVITY/DUTY LOCATION: 233 Space Communications Squadron Greeley ANG Station, CO 80631		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: MSgt Amanda R. Mircos 378-5004	VACANCY 0107241934	PHYSICAL PROFILE: (Officer N/A) PULHES – 222222 X Factor – K ASVAB – A-55	

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. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, recognition programs, supervisory data, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

2.2. Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists commanders at all levels in planning, preparing, arranging, and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

2.3. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management and content management. Performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format

2.4. Postal Operations. Includes overseas Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA). Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services for authorized users of the MPS. Provides security for all mail and performs postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operation plans, and maintains adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Receives, sorts, and distributes incoming and outgoing mail and resolves issues with commercial and military modes of transportation. Monitors air carrier facilities to ensure all mail tendered to carriers is moved per established schedules or agreements and coordinate flight line/warehouse access as required.

2.5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier while ensuring proper receipt and accountability in accordance with Private Express Statutes. Operates Official Mail Center (stateside and overseas) and prepares/distributes organizational mail to authorized users. Records/tracks daily unit mail expenditures and submits report to local resource advisor for reimbursement actions. Submits annual appropriated funds expenditure reports to their Command Official Mail Manager or via the automated military postal system at the end of each fiscal year. Performs contracting officer representative duties when operations within the Official Mail Center are contracted out.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

Non-UMD vacancy justification:

Advertising this position to compete a promotion opportunity. Current member will be competing for another DSG vacancy at the 138th EWS.

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 myFitness)
6. Additional requirements:

Last 3 EPB's

Add any other documentation you want provided.

****SUBMIT ELECTRONIC ONLY****

QUESTIONS?

If you have any questions on package submission please send an email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

140.WG.HRO.AGR.Office.Org@us.af.mil

OR:

SUBMIT APPLICATIONS VIA

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

140.WG.HRO.AGR.Office.Org@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.