



Colorado Air National Guard
Traditional
Position Announcement
COANG 25-048

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



POSITION TITLE: DATA OPERATIONS CRAFTSMAN	AFSC: 1D774D	OPEN DATE: 5-Sep-25	CLOSE DATE: OPEN UNTIL FILLED
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UNIT OF ACTIVITY/DUTY LOCATION: 233 Space Communications Squadron Greeley ANG Station, CO 80631	GRADE REQUIREMENT: Minimum: E5 Maximum: E6
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SELECTING SUPERVISOR: BLAYLOCK, ABBIE N TSGT	VACANCY 107940634*	PHYSICAL PROFILE: (Officer N/A) PULHES – 333232 X Factor – G ASVAB – E : 60
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AREAS OF CONSIDERATION

☒ Traditional	☐ Nationwide (Military eligible for membership in the COANG)
☒ Current COANG members	☐ Commissioning Opportunity
☒ Enlisted	☐ Officer

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

DUTIES AND RESPONSIBILITIES

DUTIES and RESPONSIBILITIES:

*See AFECD for AFSC specific duties and responsibilities

Seeking a highly motivated Data Operations Technician to manage and improve our internal information management systems. This role is crucial to ensuring efficient access to information, maintaining data integrity, and supporting effective collaboration across all departments. The ideal candidate will be a self-starter with a strong understanding of Microsoft 365 applications, particularly SharePoint and Teams, and a proven ability to develop and implement effective information management strategies.

Responsibilities include:

- Develop, implement, and maintain SharePoint sites and Teams channels to facilitate collaboration and knowledge sharing.
- Manage user access and permissions within SharePoint and Teams environments.
- Create and maintain comprehensive documentation, including standard operating procedures (SOPs) and formal policies related to information management.
- Ensure adherence to established applicable standards and procedures.
- Collaborate with various organizations and individuals at all levels of the chain of command to understand specific information needs and provide effective solutions.
- Work independently to identify areas for improvement in information management practices and implement necessary changes.
- Provide training and support to the organization on the use of SharePoint, Teams, and other information management tools.
- Maintain a strong understanding of industry best practices and emerging trends in information management.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATION

- Eligible for TS/SCI Clearance
- CompTIA Security+ Certification
- Familiar with HTML fundamentals.
- Familiar with the 233d Space Group's file plan.
- Exceptional organizational skills and attention to detail.

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 x3 EPBs / EPRs

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 address. 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.