



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 21-086-ANG

POSITION INFORMATION

Position: Knowledge Management Jymn **Grade:** E-5/SSgt
Location: 225 Support Squadron **AFSC:** 3D051
 JBLM, McChord Field, WA
Opening Date: 12 March 2021 **Closing Date:** Until filled

WHO CAN APPLY

All current members of the Washington Air National Guard and those eligible to join

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Open to all AFSCs
- Applicant that do not possess the 3D0X1 AFSC must meet all eligible requirements for retraining (ASVAB requirement: G=64)
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

This position is for a position within the 225th Support Squadron, Western Air Defense Sector (WADS). Must be qualified to identify and analyze data, information, and knowledge requirements to facilitate delivery of decision-quality information to commanders. Must be able to use and manage technologies to capture, organize, and store activities/experiences, leveraging collaborative knowledge across disparate organizations and/or other entities. Must be capable of assessing, developing and managing desktop common-operating pictures/dashboards. Must be qualified to manage timeliness, accuracy, and maintenance of published content and to approve/publish content through automated publishing tools; oversee and educate organizations/flights/users on compliance, management and use of collaboration tools; manage publications and forms development, design, control, storage, acquisition and dissemination; provide guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements; serve as focal point for Internet and e-mail management and use policies; create manual and electronics file plans; operate and manage records information management system and records staging areas; Comply with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to



Washington Air National Guard Active Guard Reserve (AGR) Announcement

ensure others comply; provide guidance, education and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and work flow. This position may at times entail CONUS, Alaska, or Hawaii short-duration TDYs in support of the WADS mission. WA ANG policy requires initial AGR tours to be 2-3 years with potential for renewal at the end of the initial tour. Subsequent AGR tours are limited to a maximum of no more than four years.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- **Knowledge of base level Publications and Forms Program**
- **Knowledge of base level programs for Privacy Act (PA) and Freedom of Information Act (FOIA)**
- **Knowledge of content management/workflow automation utilizing SharePoint and Microsoft collaborative tools**
- **Knowledge of AF Records Information Management System (AFRIMS) and Electronic Records Management (ERM)**
- **Knowledge of Air Defense Sector desirable**

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*, version dated 20131111
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) EPRs (last 3)
- 9) Letter(s) of Recommendation (*not required, but highly encouraged, limit 3*)

Submission of application:

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL (do not use us.af.mil)



Washington Air National Guard Active Guard Reserve (AGR) Announcement

****All application documents must be consolidated into a single .pdf file if at all possible. PDF "Portfolio" Format is ok.***

****When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 20-015-ANG Moore)***

****If you do not receive an email "confirmation of receipt" within 5 duty days of emailing your application, please contact CMSgt Lorie Moore at 253-512-8347 or DSN 323-8347***

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 2-3 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- CMSgt Laurie Doyle, 225 SS. (253) 982-4610, laurie.doyle.3@us.af.mil
- Point of Contact for general AGR announcements:
CMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347