



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 19-025-ANG

POSITION INFORMATION

Position: Knowledge Operations Mngt Jymn **Grade:** E-5
Location: 225 Support Squadron
JBLM, McChord Field, WA **AFSC:** 3D051
Opening Date: 10 January 2019 **Closing Date:** 12 February 2019

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. If applicant doesn't hold 3D0X1 AFSC, must be eligible to cross-train into the 3D0X1 AFSC: ASVAB score of 64 in Admin and PULHES: 333233
- 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 able to perform as consultant/liaison for overall data, information, and knowledge planning and integration. 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 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. Member may be



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expected to work rotating shifts in a 24/7 work environment. Member will also be considered for rotation through Comm Focal Point, Plans and Resources, and Quality Assurance work centers. 225 ADG policy requires initial AGR tours up to four years with potential for renewal at the end of current 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 C-CS systems and Information Technology elements**
- **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 GEARS**
- **Knowledge of AF Records Information Management System (AFRIMS) and Electronic Records Management (ERM)**
- **Knowledge of Air Defense Sector desirable**

APPLICATION INSTRUCTIONS

Applicants 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) Current AF Form 422 from Medical Group (*does not apply to **current** WA ANG AGR members*)
- 8) Response to Job Elements (*not required, but highly encouraged*)
- 9) Letter(s) of Recommendation (*not required, but encouraged, limit 3*)
- 10) Last 3 EPRs (not required, but encouraged if available)



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Submission of application:

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format with multiple attachments)*

**When emailing applications, please put the announcement number and last name in the subject line. Also, name/title .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)*

**If you do not receive an email "confirmation of receipt" within 4 duty days of emailing your application, please contact SMSgt 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

- 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.
- Point of Contact for this announcement at 225 SS Chief Enlisted Manager:
CMSgt Laurie J. Doyle: DSN 382-4610, Comm (253) 982-4610 laurie.doyle.3@us.af.mil
- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347