
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2011-253

KNOWLEDGE OPERATIONS MANAGER

SSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 21 Oct 2011 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4 year Statutory Tour at **NGB/A1 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3D05/71**. Duties and Responsibilities: Incumbent will directly support the AIM Division Chief as well as providing "knowledge management" guidance and administrative assistance to the personnel assigned to AIM. Should possess an in-depth knowledge of PC-based Office Suite Software to include word processing, graphics, spreadsheet, E-mail management and calendar software. Highly desired to be thoroughly knowledgeable of administrative file management requirements, publication management, form management, administrative correspondence formats and procedures, security management, equipment custodial responsibilities, and administrative orders processing. Should be knowledgeable in action officer staffing procedures and have effective planning and organizational skills in managing an electronic tasker system. Member will be required to provide effective customer support with network issues, hardware and software requirements; office/workstation and telephone moves and serve as the AIM customer client administrator.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: “I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
