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

2012-193

KNOWLEDGE OPERATIONS MANAGER

SSGT-MSGT

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

Closeout Date: 9 Aug 2012 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>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/A3 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Prepares staff packages, reviews and edits correspondence, monitors suspense's, and manages tasks using the Joint Application Staff Management System (JASMS). Performs general administrative support for the directorate including the preparation and typing of a variety of correspondence, forms, letters, messages assuring the proper format, spelling, grammar, punctuation in the final version. Initiates, composes, and coordinates routine letters and messages. Establishes and maintains files for correspondence and various other programs. Should be able to supervise others in the proper use of division administrative procedures.

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 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and 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