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

**2012-270**

**DEPUTY CHIEF OF STAFF / INFORMATION MANAGEMENT OFFICER**

**PROMOTABLE MAJ – LT COL**

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

**Closeout Date: 23 Oct 2012 Close of Business (COB)**

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**\*\*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 **1AF/CS (Tyndall AFB, FL)**. Must be Air Force Specialty Code (AFSC) **ANY**. **Duties and Responsibilities:** Performs many of the functions traditionally under the cognizance of the Chief of Staff. The IMO serves to coordinate information/knowledge management processes between staff sections, ensuring accurate and focused information is delivered in a timely manner. This position uses a fundamental understanding of how to organize, manage and improve military/business processes through the application of formal Information Management Practices and Information Technology solutions, with an emphasis on web-based collaboration implementations. The IMO uses higher headquarters and local instructions, CCIRs (JP 5-00.2), report matrices (JP 1-03, Chapter V), RFI procedures (JP 1-02), and collaborative planning tools to ensure information is translated into focused knowledge that facilitates decision-making. Responsible for coordinating with the C/JTF IMO, Joint Information Management Board (JIMB), and other component IMOs, as well as publishing the C/JFACC-COMAFFOR's Information Management Plan. The IMO is intimately aware of the C/JFACC's information management requirements and possesses the authority to coordinate actions and processes to satisfy essential information needs. Under the supervision of the Chief of Staff, the IMO works closely with higher HQ IMOs and Knowledge Operations Managers to ensure all required reports are up-channeled consistent with the C/JFACC battle rhythm. The IMO serves as the focal point for C/JFACC information management issues with other functional component commander staffs. The IMO also works closely with command administrative staffs and command and control elements of all subordinate units in order to define reporting and information requirements. The IMO works closely with the NGB, host wing, 601AOC Air Communications Squadron (ACOMS) support team and the AFFOR A6 communications/computer systems personnel to facilitate the necessary information exchanges and processes. The COMAFFOR's IM Cell acts as the focal point for coordinating IM activities and works directly for the IMO. During contingency and exercise operations when the C-NAF Contingency Action Team (CAT) is stood up, the IMO is responsible for providing direct IM support to the CAT Director and CAT Cell. IMO Duties and Responsibilities include, but are not limited to: Develop and publish the Information Management Plan, Manage and interface with multiple headquarters task management system(s), Publish a Daily Battle Rhythm Matrix as approved by the Chief of Staff, Publish an IM Reports Matrix (JP 1-03, Chapter V) or similar product as required by the Chief of Staff, Chair the

local Information Management Board as needed or represent the C-NAF on similar HHQ boards, Develop procedures to validate and manage RFI (JP 1-02), Develop procedures to validate and manage CCIRs (JP 5-00.2), Establish C-NAF situation reporting (SITREP) requirements, to include subindate units, to meet C/JFACC and HHQ requirements, Ensure compliance with policies and procedures for official records handling (DoDD 5015.2, AFI 33-322, AFI 33-364), Oversee Freedom of Information Act inquiries (FOIA) process (AFMAN 33-302), Manage the official publications process for the C-NAF (AFI 33-360), Oversee the implementation of the Air Force Privacy Program (AFI 33-332), Perform other duties and responsibilities on behalf of, and as directed by, the Chief of Staff.

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.

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.

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](mailto:hr.apply@ang.af.mil)**

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