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## **Air National Guard (ANG) Military Vacancy Announcement (MVA)**

*(Must be a current ANG member only)*

**2013-076**

### **NCOIC, KNOWLEDGE MANAGEMENT**

**Promotable TSgt - MSgt**

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

**Closeout Date: 7 Mar 2013 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>. \*Please note MilPDS, the Military Personnel Data System temporary shutdown procedures below.

Headquarters ANG Title 10 2-4 years Statutory Tour at **1AF/CS (Tyndall AFB, FL)**. Must be Air Force Specialty Code (AFSC) **3D071**. Duties and Responsibilities: During exercises and real-world contingencies the incumbent works an extended, surge work schedule. Conducts sustained air and space operations within its assigned area of operations (AO) to deter, prevent, and if necessary defeat hostile air attacks on CONUS, its citizens, and designated critical infrastructure. When directed by CDRUSNORTHCOM, provide full spectrum USAF air and space capabilities and conduct Defense Support of Civil Authorities (DSCA) to assist civil authorities during emergencies, natural or man-made disasters, and other approved activities. Directly supports CONR-AFNORTH's Information Management/Knowledge Management Officer by conducting Knowledge Management practices to achieve Information Management requirements as described by Joint Publication 1-02. Data management. Provide input, guidance and assistance for planning, coordinating, managing, sharing, and controlling CONR-AFNORTH's data assets. Interface or assist with on-line collaboration tools. Structure data and information for a specific purpose in a specific context for collaborative groups of users who should exchange information in pursuit of shared goals, interests, missions or business processes. Information management. Conduct information analysis to determine proper flow and life-cycle management of information, regardless of medium. Operate information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Develop, provide, and educate users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manage timeliness, accuracy, and maintenance of published content. 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 the primary liaison with base publication office. Oversee the records management program and train records custodians for subordinate offices/units. Will perform Functional Area Records Manager (FARM) duties in support of subordinate offices/units. Oversee the Privacy Act (PA) and Freedom of Information Act (FOIA) programs and train PA/FOIA program monitors assigned to subordinate offices/units. Monitor and manage PA and FOIA requests to ensure compliance with statutory requirements. Serve as the primary liaison with base records management office. Focal point for internet and e-mail management and use policies. Oversee/manage manual and electronic files plans. Apply file cutoff procedures and dispose of and retrieve records. Operate and manage records information management system and records staging areas. Comply with Privacy Act (PA) and Freedom of

Information Act (FOIA) procedures and provide assistance to ensure others comply. Provide guidance and assistance on common, standard electronic communications applications and establish policy, processes, and procedures for document management, collaboration, and workflow. Assists unit personnel on the operation of local systems to include but not limited to Automated Message Handling System (AMHS) and other tools used in the process of information management/flow. Manage knowledge services. Serve as consultant/liaison for overall data, information, and knowledge planning and integration; identify and analyze data, information, and knowledge requirements to facilitate delivery of decision-quality information to commanders. When required, enter, track and maintain tasks/suspenses in the CONR-AFNORTH Command suspense system. As content manager/site owner, create/maintain on-line collaboration tools [e.g., AF Portal, Community of Practice (CoP), SharePoint]. Ensure content is updated, relevant, transitioned to the applicable EIM tool and complies with published directives and guidance. Provide content management assistance/consultation to subordinate offices/units to include use of electronic tools (EIM sites, databases, information systems) as well as meeting formatting standards. Assists the CONR-AFNORTH webmaster by providing support to the CONR-AFNORTH staff and subordinates on AF Portal, CoP, and SharePoint site development activities. Provides direct Information Management support to the CONR-AFNORTH Contingency Action Team (CAT). When assigned, may be required to perform supervisory functions as described in AFI 36-2406. Performs other duties as assigned.

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.

Members in a Special Duty Career Field (SDI)/Reporting Identifiers (RI) must submit a conditional release letter from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. If selected for an MVA outside of the SDI (8XXX) or RDI (9XXX) you must have a fully qualified AFSC prior to accession onto Stat Tour AFSC(1XXX-7XXX)

**MilPDS, the Military Personnel Data System, will temporarily SHUTDOWN 4-27 March 13.**

**Several personnel programs including vMPF and AFFMS (AF Fitness Management System) will be stagnant and possibly inaccessible. Members MUST pull a copy of their Records Review (RIP from vMPF) and Fitness Report (from AFFMS) NLT 28 Feb 2013.**

Fitness Update: If you test during the MILPDS shutdown, 4-27 Mar, provide a signed copy of your completed test results from the Fitness Testing Cell or PTL (Physical Training Leader).

AFSC Upgrade: If your AFSC is upgraded during the MILPDS shutdown, provide a copy of the completed AF Form 2096 documenting the update.

No exceptions to close-out dates will be made

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. Applications will be reviewed for qualification/disqualification only starting at 72 hours prior to closeout date. For example; an MVA closing out on the 10th of the month would be reviewed for qualified or disqualified only starting on the 7th of the month.

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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