AIR NATIONAL GUARD (ANG)  
MILITARY VACANCY ANNOUNCEMENT

Thank you for your interest in this military vacancy announcement. Please read each section carefully and ensure you are in full compliance before the closeout date listed below.

*Selectee(s) should expect to be gained onto statutory tour within 120 days of acceptance.

****We highly recommend you submit your package as early as possible. Do not wait until the closeout date to submit**** Application packages will not be accepted after the closeout date listed below.

Due to the high volume of applications, packages received within four duty-days of the closeout date will be reviewed for qualification/disqualification only. We will not be able to assist you with completing your application. Incomplete applications submitted within four duty-days of closeout date will be disqualified. Questions pertaining to application requirements should be referred to NGB/HR. Only NGB/HR will determine qualification/disqualification.

**You must submit all required documents IAW the Application Procedures/FAQs located on the website. These procedures/FAQs change and you must follow the most current procedures**

<table>
<thead>
<tr>
<th>Announcement Number:</th>
<th>MVA 2020-130R1</th>
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<tbody>
<tr>
<td>Open Period:</td>
<td>27 May 2020 thru 2359 EST, 24 Aug 2020</td>
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<td>Hiring Directorate:</td>
<td>NGB/CCY</td>
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<tr>
<td>Position Title:</td>
<td>Knowledge Management</td>
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<tr>
<td>AFSC Requirement:</td>
<td>3D071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)</td>
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<td>Rank/Grade Requirement:</td>
<td>TSgt/E6-M Sgt/E7</td>
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<tr>
<td>Position Information:</td>
<td>Full Time, Title 10, Statutory Tour</td>
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<tr>
<td>Tour Length:</td>
<td>2-4 Years</td>
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<tr>
<td>Agency:</td>
<td>National Guard Bureau (NGB)</td>
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<td>Duty Location:</td>
<td>Joint Base Andrews, MD</td>
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<td>Who May Apply:</td>
<td>Must be a current ANG, REGAF, or AFRC member and be eligible for ANG Membership</td>
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1. Requirements

**Second Reminder-You MUST submit ALL required documents IAW the Application Procedures/FAQs located on the website. These procedures/FAQs change and you MUST follow the MOST CURRENT PROCEDURES. All applicants are strongly encouraged to thoroughly review all application procedures and FAQs prior to contacting NGB/HR and especially prior to submitting your application**

Must hold rank/grade, AFSC requirement, and be current/passing within fitness standards as established by AFI 36-2905, by and through announcement closeout date. All information must be accurately indicated on the vMPF RIP at the time of application.

Must have a Secret security clearance

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2. Position Description

- Serves as the overall Subject Matter Expert (SME) on Knowledge Management (KM) functions for the ANG Readiness Center (ANGRC). Manages the overall process for organizations to plan, coordinate, manage, share, and control information. Identifies and analyzes data, information, and knowledge requirements to facilitate discovery and dissemination of decision-quality information. Leverages the interaction of people, processes, and enterprise technologies to capture, store, organize, share, and control tacit and explicit knowledge. Leverages continuous process improvement techniques to improve mission and business processes, enhancing access to relevant cross-functional information in a collaborative, timely, and contextual manner. Promotes organizational information as a reusable, shared, protected, consistent, and compliant resource.

- Assists organizations with meeting statutory records management requirements, to include training, policies, and technologies used to identify, organize, protect, share, archive, and dispose of official government records. Operates and manages records information management systems and records staging facilities for long-term and permanent records. Provides assistance and training with Privacy Act, Freedom of Information Act, and Civil Liberties programs.

- As Site Content Administrator (SCA), creates/maintains virtual collaboration tools. Ensures content is updated, relevant, transitioned to the applicable KM tool and complies with published directives and guidance. Provides content management assistance/consultation to subordinate units. Serves as focal point for directorate or group collaboration tool site development activities. Coordinate with applications developers to isolate and solve design problems during testing and implementation phases. Consolidates the work of Knowledge Managers and other specialists and prepares written reports of findings.

- Serves as the Base Records Manager. Oversees the records management (RM) program, RM processes, and training of records professionals for the ANGRC. Develop and implements the ANGRC Records Management Plan IAW AFI 33-322. Ensures records professionals perform responsibilities IAW governing directives and the ANGRC RM Plan.

- Manages the Privacy Act (PA) Program. Provides direction and training to ANGRC personnel on Privacy Act. Mitigates Privacy Act breaches IAW AFI 33-322 and the NGB Privacy Act Specialist policies. Processes System of Record Notices when applicable with the NGB PA office. Serves as the FOIA program monitor.

- Manages the Publications and Forms Program. Has overall responsibility for oversight of publications and forms processing and management within the ANGRC.

- Provides customer training, assistance, and documentation support to directorates senior leadership. Develops formal or informal policies, procedures, standards, to guide, assist, and train
personnel on common/standard electronic communications formats and ensures subordinate units comply with policies, processes, and procedures for document management, collaboration, workflow, and knowledge management. Develops customized supplemental user manual or instructions for assigned applications.
- Provides input to and coordination on relevant support agreements that require section support to make sure they correctly identify products and services needed and appropriately perform Records Management functions.
- Performs other duties as assigned.

3. Application Reminders

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in AFI 36-2502.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), evaluations, etc. could result in disapproval.

It is your responsibility to ensure your vMPF RIP is accurate/in order prior to application submittal. This includes but not limited to, verifying duty history, AFSC, service dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians, Drill Status Guardsmen, ANG members assigned to NGB as a State Candidate, and ANG members assigned to NGB utilizing a state resource, must obtain and submit State TAG approval with application. Members currently assigned to the Statutory Tour program (excludes State Candidates and members assigned to NGB utilizing a state resource) must obtain current director's approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward reduced eligibility age for reserve retirement pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.
Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within four duty-days of receipt. You may email usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil or call 240-612-8884 to check the status of your application. Please do not call/email for a status update within the four duty-day period.

IMPORTANT NOTE:
Based on the volume of applicants, packages received within four duty-days of the closeout date listed on the announcement will be reviewed for qualification/disqualification only. Any incomplete/missing requirements/documentation will result in disqualification. Submittal of any missing documents/requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to our FAQs and application procedures. If your question is still not answered, contact our office for clarification. Review your application and requirements thoroughly before submitting to preclude disqualification.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

http://www.ang.af.mil/Careers/ANG-Title-10-Stat-Tour