Alaska Air National Guard
Active Guard Reserve (AGR)
Position Announcement
AKANG 16-30

http://dmva.alaska.gov/employment.htm

POSITION TITLE:	AFSC:	OPEN DATE:	CLOSE DATE:
Knowledge Operations Journeyman	**3A1X1**	**5 Jan 2016**	**7 Feb 2016**

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
213 SWS CLEAR AFS, AK	**Minimum: E3** **Maximum: E5**

SELECTING SUPERVISOR:	VACANCY:	PHYSICAL PROFILE:
MSgt Staib	00846511	PULHES – 222222

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (ANY AFSC)
Area 2 Alaska Army & Air National Guard members (ANY MOS/AFSC)
Area 3 Nationwide (All military members eligible for membership in to the AKANG (MUST HOLD ADVERTISED AFSC)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Perform data management. Manage process of planning, coordinating, managing, sharing, and controlling organization's data assets
- Update or use data vocabularies and metadata catalog, enabling data to be accessed, tagged, and searched
- Categorize and specify how to represent objects, concepts, and other entities based on relevance and application to support specific organizational objectives
- Structure data and information for a specific purpose in a specific context for collaborative groups of users who must exchange information in pursuit of their shared goals, interests, missions or business processes
- Manage database for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions
- Use or assist users with using authoritative data sources, data services, and presentation layer to deliver information to support processes
- Perform information management functions. Conduct information analyses 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. Approve and publish content through automated publishing tools
- Oversee organizations' compliance and management of AF Portal and collaboration tools
- 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
- Focal point for Internet and e-mail management and use policies. Create manual and electronic file plans
- Apply file cutoff procedures and disposes of and retrieves records
- Operate and manage records information management system and records staging areas
- Comply with Privacy Act and Freedom of Information Act procedures and provides assistance to ensure others comply
- Provide guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow
- 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
- Use and manage technologies to capture, organize, and store activities/experiences, leveraging collaborative knowledge
- Promote interaction among two or more individuals encompassing a variety of behaviors, including communication, information sharing, coordination, cooperation, problem-solving, and negotiation
- Assess, develop and manage desktop common-operating pictures/dashboards
- Manage, supervise, and perform planning and implementation activities
- Manage implementation and project installation and ensures architecture, configuration, and integration conformity
- Serve as advisor at meetings for facility design, military construction programs and minor construction planning
- Perform mission review with customers. Control, manage, and monitor project milestones and funding from inception to completion
- Determine adequacy and correctness of project packages and amendments. Monitor project status and completion actions
- Manage and maintain system installation records, files, and indexes
- Evaluate contract, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems
- Process unit orders in Air Reserve Orders Writing System (AROWS)
- Review and Process Actions in Military Personnel Data System (MILpds)
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – ADMINISTRATIVE – 47
- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- STRENGTH APTITUDE - Demonstrated by weight lift of 70 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependents

See page 2 for Preferred Qualifications and All Required Documents for Considerations

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: relationship of data, information, and knowledge; policies and procedures relating to life cycle of information, including electronic communications, e-mail management, content management, records management, publications, forms, and information systems; Freedom of Information Act, Privacy Act, and document security (FOUO, unclassified, classified); standard software applications and collaboration tools; expeditionary concepts and after-action reporting; and information technology fundamentals
- Experience performing or supervising functions such as knowledge management planning; liaison/outreach between units and customers and information integration/presentation
- Experience and knowledge of programs to include ANG Reserve Orders Writing System (AROWS), Command Human Resources Intelligence System (CHRIS), Defense Travel System (DTS), and Military Personnel Data System (MILpds)

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years…" AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required AGRs must have 12 months in assigned position or will not be considered for reassignment. *IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.*	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered…."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application. Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items **1-3** are **required IAW ANGI 36-101** to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (*http://dmva.alaska.gov/employment.htm*)
2. CURRENT Records Review RIP available on vMPF (*http://www.afpc.randolph.af.mil/vs*)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
4. Cover Letter & Resume (optional)
5. Last 3 Officer/Enlisted Performance Evaluations (If applicable)
6. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF
PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: **ANG 16-XX Doe, Jane E1**
Email Subject should be: Position Announcement Number
Example: **ANG 16-XX**
Email Application Package to AKNG-Apply@mail.mil or send through AMRDEC Safe https://safe.amrdec.army.mil/safe/ sending to AKNG-Apply@mail.mil --- ***AKNG-Apply@mail.mil email cannot open encrypted emails***

QUESTIONS:

To verify receipt of application, you may call 907-428-6458/6457 DSN 317-384-4458/4457

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.