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

2012-241

KNOWLEDGE OPERATIONS MANAGER

PROMOTABLE TSGT-MSGT

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

Closeout Date: 20 SEP 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>

Headquarters ANG Title 10 2-4 year Statutory Tour at **NGB/A7 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3D071**. Duties and Responsibilities: Serves as consultant/liaison for overall data, information and knowledge requirements to facilitate delivery of decision-quality information to commanders. Conducts information analyses to determine proper flow and life-cycle management of information, regardless of medium. Operates information systems to create, collect, process, disseminate, use, store, protect and dispose of information. Manages Enterprise Information Systems for the storage, modification and retrieval of information to produce reports, answers queries and record transactions. Uses or assists users with using authoritative data sources, data services and presentation layer to deliver information to support processes. Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes and procedures for document management collaboration and workflow. Focal point for Internet and e-mail management and use policies. Uses and manages technologies to capture, organize and store activities/experiences leveraging collaborative knowledge across disparate organizations. Promotes communication, information sharing, coordination, cooperation, problem-solving, and negotiation. Oversees organizations' compliance and management of AF Portal and collaboration tools including SharePoint. Develops, provides, and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manages publications and forms development, design, control, storage, acquisition and dissemination. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Establishes and maintains record sets of publications that are not available electronically and conducts an annual review. Ensures revised publications contain a summary of changes. Supervises the functional library and inventories library once each calendar year. Creates/maintains manual and electronics file plans. Applies file cutoff procedures and disposes of and retrieves records. Operates and manages records information management system. Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Updates or uses data vocabularies and metadata catalog, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Assesses, develops and manages desktop common-operating pictures/dashboards. Responsible for tracking and distribution of suspenses to

action offices. Monitor timeliness and completeness of input to suspending organization. Is the work flow manager for Joint Applications Staff Management System (JASMS) and ensures that all suspense's for the entire Directorate are met and works with the other KOM's in the Directorate. 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.

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 on an 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

