

HAWAII AIR NATIONAL GUARD
**** ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT****

Application Opening Date:
7 JUN 2019

Application Closing Date:
23 JUN 2019

Position Number:
FY 19-103-A

Duty Position:
KOM Craftsman

Grade Min. / Max.:
SSgt (E-5)/TSgt (E-6)

Duty AFSC:
3D071

****** SPECIAL REQUIREMENTS******

Duty Location:
154TH WG/CS
360 Mamala Bay Drive
JBPHH, HAWAII 96853

Selecting Official: Maj Mariko M. Boone
Point of Contact: MSgt Shane Gaines
Comm: 808-672-1235

Who May Apply: **Open to current members of the Hawaii Air National Guard.**

Qualifications, Duties and Responsibilities:
Classification Directory AFECD & AFOCD

KNOWLEDGE OPERATIONS MANAGEMENT

(Changed 31 Oct 18)

1. Specialty Summary. Develop, govern, and monitor processes, technologies, and practices that support organizations to identify, capture, organize, and employ information in both fixed and deployed environments. These information assets comprise of raw data, documents, practices, policies, and individual expertise. Core competencies of Knowledge Managers include: professional networking, social collaboration, Communities of Practice (CoP), enterprise information systems technology, business continuity, cross-functional data sharing, and process-improvement. Related DoD Occupational Subgroup: 151000.

2. Duties and Responsibilities:

2.1. 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 crossfunctional information in a collaborative, timely, and contextual manner. Promotes organizational information as a reusable, shared, protected, consistent, and compliant resource. Manages and enforces use of metadata, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Assists and educates users on authoritative data sources, data services, and presentation tools to meet organizational objectives.

2.2. 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.

2.3. As part of the Cyberspace Support career field family, manages, supervises, and performs planning and implementation activities.

Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs, and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status cyber or communications-related base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes.

Evaluates contracts, wartime, support, contingency, and exercise plans to determine impact on manpower, equipment, and systems.

2.4. Conducts defense cyber operations (DCO) and associated support activities to defend DoD and other friendly cyberspace. DCO includes passive and active cyberspace defense operations to preserve the ability to utilize friendly cyberspace capabilities and protect data, networks, net-centric capabilities and other designated systems as well as passive defense measures intended to maintain and operate the DODIN and other networks such as configuration control, patching and firewall operations. Support activities includes but not limited to maintenance of cyber weapons systems, functional mission analysis, mission mapping, tool development, stan-eval, mission planning and data analysis.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of; planning and coordinating the complete life-cycle of organizational data and information assets, including enterprise information management, technologies, information security, and knowledge operations.

3.2. Education. For entry into this specialty, completion of high school or general education development equivalency is mandatory. Additional courses in business, mathematics, computer science, and information systems are desirable.

3.3. Training. For award of AFSC 3D031, completion of Knowledge Management initial skills course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3D051. Qualification in and possession of AFSC 3D031. Experience or knowledge of collaboration/web service applications; information architectures; records management; and knowledge management principles.

3.4.2. 3D071. Qualification in and possession of AFSC 3D051. Experience performing or supervising knowledge management planning functions such as applying knowledge management principles, solutions, and technologies to improve the effectiveness and efficiency of Air Force organizations.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty: See attachment 4 for entry requirements.

3.5.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

Additional Duties and Responsibilities:

Additional Duties as Directed

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.

***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM 34-1: <http://www.ngbpd.c.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>**

*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **** Application must be signed ****

2. Current & complete Report on Individual Personnel (RIP) printout from virtual MPF

3. Most recent copy of current passing fitness assessment

4. 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 ANGI 36-2502, Paragraph 11.1.2.4.1.1.2. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil

Applications must submit through AMRDEC and any applications received after 24:00 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms (.XFDL).

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. 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 HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- 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. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour

