

NONCOMMISSIONED OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD

107th Airlift Wing
9910 Blewett Avenue
Niagara Falls, NY 14304-6001

UNIT: 107 Airlift Wing

POSITION TITLE: Knowledge Operations
Management

MAX AVAILABLE GRADE: **To Be Determined**

ANNOUNCEMENT #: NF 13-28E

DATE: 13May 2013

CLOSING DATE: 13 July 2013

AFSC: 3D0X1

AREA OF CONSIDERATION: **107th Airlift Wing**

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(AFECD, 30 April 2013)

Performs, supervises, or manages data, information, and knowledge-sharing services in a fixed and expeditionary environment. Includes planning, coordination, sharing, and controlling an organization's data and information assets. Manages technologies to capture, organize, and store tacit and explicit knowledge. Related DoD Occupational subgroup: 151000.

QUALIFICATIONS AND SELECTIONS FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin. Applications are subject to review by the FSS Commander. If all mandatory requirements are met, applicants must meet an Interview Board. The requirements and qualifications prescribed in this announcement are the minimum for this position.

DUTIES AND RESPONSIBILITIES:

- Performs data management. Manages process of planning, coordination, 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.
- Performs information management functions. 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. 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 knowledge services. Serves as consultant/liaison for overall data, information, and knowledge planning and integration; identifies and analyzes data, information, and knowledge requirements to facilitate delivery of decision-quality information to commanders.
- 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.

SPECIALTY QUALIFICATIONS

- **KNOWLEDGE:** Knowledge of the following is mandatory:
 - 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, publication, 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 afteraction reporting; and information technology fundamentals.
- **EDUCATION:** For entry into this speciality
 - Completion of high school is mandatory
 - Additional courses in business, English composition, computer science or information systems, mathematics, web technologies, computer applications
 - Keyboarding is desirable
- **TRAINING:** For award of AFSC 3D031,
 - Completion of Knowledge Operations Management initial skills course is mandatory.
- **EXPERIENCE:** The following experience is mandatory for award of the AFSC indicated:
 - 3D051.
 - Qualification in and possession of AFSC 3D031. Also, experience or knowledge of collaboration/web service applications and tools;
 - Architectures
 - Records staging operations and
 - Knowledge management capabilities
 - 3D071.
 - Qualification in and possession of AFSC 3D051. Also, experience performing or supervising functions such as knowledge management planning
 - Liaison/outreach between units and customers and information integration/presentation.
- **OTHER:** The following are mandatory as indicated:
 - Administrative Score from ASVAB: 47
 - Weight lift 40 lbs
 - P 3 U 3 L 3 H 2 E 3 S 3
- Other codes
 - M - AFSCs authorized for use without shredouts
 - N – AFSCs not open to non-United States Citizens. AFSCs identified are open to United States nationals.

NOTE 1: For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.

APPLICATION PROCEDURES:

Applicants will prepare and forward a cover letter, NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position [Templates\NGB Form 34-1.xfdl](#), DD Form 214, Record of Separation/Discharge from the US Armed Forces, vMPF Record Review RIP, current passing Physical Fitness score, DD Form 2807-2, Medical Prescreen of Medical History Report, court disposition for any offenses and the Top Secret Position Questionnaire [Templates\Sec Clearance Questionnaire.doc](#).

******The NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position is only being used as a way to maintain consistency and collect information. Utilizing this form does not indicate you are applying for an AGR Position.**

NOTE: PLEASE DO NOT ATTACH MATERIAL IN A BINDER OR DOCUMENT PROTECTORS.

Complete application package must be received no later than close of business on the closing date of the vacancy announcement, 13 July 2013. Incomplete packages will not be considered. For more information or questions contact MSgt Dawn M. Leiser at 716-236-3627 or by e-mail at dawn.leiser@ang.af.mil

MAIL APPLICATION TO: 107TH AW FSS/FSMPM
9910 Blewett Avenue
Niagara Falls, NY 14304-6001
ATTN: MSgt Dawn M. Leiser

DISTRIBUTION:

Each NYANG Installation
HQ NYANG/DPMO
107 AW Home Page
107 Message Release