

POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
141st MISSION SUPPORT GROUP
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-23-02-029

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
141st Communications Flight 1320 W. Wainwright Blvd Fairchild AFB WA 99011	1 March 2023	2 April 2023	1142392
POSITION TITLE, GRADE, AFSC, FACILITY:			
Knowledge Operations NCOIC, MSgt, 1D771K			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ul style="list-style-type: none"> • TSgt with minimum 9 years Time in Service, 2 years Time in Grade. • Must have completed Non-Commissioned Officer Academy. • Must have a current and passing Air Force Physical Fitness Assessment. • Must hold a 1D7X1X, 3F0X1, or 3F5X1 AFSC. Must obtain a 1D7X1K AFSC within one year of hire. 			
AREA OF CONSIDERATION:			
Current members of the Washington Air National Guard.			
WORKING CONDITIONS:			
The RSD working conditions are typically within the 141st Communications Flight at Fairchild AFB, WA. TDYs, deployments, and field work are possible, as required, to support the mission.			
SUMMARY OF DUTIES:			
The Knowledge Operations NCOIC provides oversight for personnel assigned to the Knowledge Operations section and their execution of a wide range of programs. They ensure the coordination, development, and implementation of a number of user and customer-oriented training requirements for SharePoint, Records Management, Freedom of Information Act, Privacy Act, and other required programs. They also provide Wing-level management of these same programs. The NCOIC oversees the development and maintenance of Wing content on local and Air Force Portal platforms. Additionally, they provide development and maintenance of Wing level databases.			
SPECIALIZED EXPERIENCE:			
<ul style="list-style-type: none"> • Knowledge and experience in direct supervision of personnel. Skills to include: Assigning, directing, reviewing, determining work methods and procedures, establishing standards of performance, and completing formal appraisals of subordinates' work. • Program management skills which prepare the member to oversee Wing-level requirements directed by HAF, NGB, MAJCOM and other Higher Headquarters. Skills in translating national-level program directives to unit-level training and actions. • Working knowledge of SharePoint and database products. Experience using known software systems which provides the individual with technical aptitude to learn database and SharePoint administration. • Ability to liaise and coordinate with all local, state, and national levels of military leadership. • Ability to communicate clearly both orally and in writing. 			

INFORMATION

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

1. Resume cover letter
2. Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
3. Current Report of Individual Person (RIP)
4. Point Credit Summary (PCARS) from vMPF.
5. Current Report of Individual Fitness
6. Letters of Recommendation

EMAIL RESUME TO:

SMSgt Jeffrey Johnson
jeffrey.johnson.27@us.af.mil
Applications must be received NLT 1200 on closing date.

OR SEND TO:

141 CF
1320 W. Wainwright Blvd
Fairchild AFB, WA 99011
Applications must be received NLT 1200 on closing date.

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.