

**DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT HEADQUARTERS,
WASHINGTON AIR NATIONAL GUARD DSG
ANNOUNCEMENT # 24-04**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
118 Infantry Drive, Camp Murray, WA 98430	03 February 2024	Open Until Filled	070492134
POSITION TITLE, GRADE, AFSC, FACILITY:			
KNOWLEDGE MANAGEMENT, MSgt, 1D771, Building 118, Camp Murray, Washington			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
The following criteria must be met as of the closeout date of this announcement to be considered:			
<ol style="list-style-type: none"> 1. Open to E-7s and promotable E-6s 2. Must meet minimum requirements for AFSC 3. This is a Drill Status Guardsman (DSG) position. 4. Must meet Air Force physical fitness standards IAW DAFMAN 36-2905 with a score of 75 or above 5. Must possess a current TOP SECRET/SCI security clearance 			
SPECIALIZED EXPERIENCE:			
This is not an entry-level position.			
Knowledge in any one or more of the following areas is preferred:			
<ol style="list-style-type: none"> a. SharePoint design and administration b. HTML/CSS/Java experience c. Records management d. Organizational publications e. Computer systems troubleshooting f. Continuous process improvement 			
OTHER REQUIREMENTS:			
Expected to attend all RSDs, Annual Field Training and remain eligible for World Wide Deployments			
AREA OF CONSIDERATION:			
All members of the Washington Air National Guard.			
WORKING CONDITIONS:			
Though normal duties will be performed in an office environment, occasional duties may be performed outside the normal office environment.			
SUMMARY OF DUTIES:			
<ol style="list-style-type: none"> 1. Operates and maintains HQ SharePoint website, updates information and provides access administration for users. 2. Supports local knowledge management initiatives designed to identify, capture, evaluate, retrieve, and share the information assets of the organization. 3. Assists in Continuous Process Improvement (CPI) for KM programs, assists CPI implementation and sustainment. 3. Other duties as assigned. 			
INSTRUCTIONS TO APPLICANTS			
APPLICATION REQUIREMENTS:			
All packages will be considered for all vacancy announcements.			
Please submit:			
<ul style="list-style-type: none"> - Cover letter (<i>not required, but highly encouraged</i>) - Resume - Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages - Point Credit Summary (PCARS) from the vMPF, under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages - Current "Fitness Tracker" Report from myFitness - Letter(s) of Recommendation (optional) 			

NOTE:

This DSG position will require an AFSC change on the Headquarter manning document. A Manpower Change Request (MCR) will need to be approved by NGB/A1 and the Military Personnel Data System (MilPDS) updated prior to the assignment of the member.

Submit a complete/accurate application package and any Letters of Recommendation to:

HQ WA ANG/A1

Attn: SMSgt Bryna Kelm

118 Infantry Drive

Camp Murray, WA 98430

Phone #: COMM 253-512-3364 / DSN 370-3364

Or email package to: bryna.kelm@us.af.mil

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender or any other non-merit factor consideration.