

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 13-047a Open Date: 30 January 2013 Close Date: 01 March 2013

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #13-022A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: INFORMATION RESOURCES SPECIALIST

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7**

ORGANIZATION/LOCATION: 175TH WING, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SEQUENCE: # 00000

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ONBOARD AGR MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

This individual is appointed as the Wing/Base Information Management Functional Manager (IMFM). Manages and provides guidance to Wing/Base on Enterprise Information Management (EIM). Manages the Wing/Base Electronic Records Management (ERM) and Records Life Cycle Program for supported organizations according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Serves as Wing/Base Webmaster for all internet and intranet pages, including SharePoint, the AF Portal and Communities of Practice (CoPs). Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996. Performs information systems/technology support (Client Support Administration) tasks and functions to include: installation, configuration, management, and initial diagnostics of client information systems. Develop and maintain the Wing/Base Content Management Program. Central point of contact (POC) for all matters concerning official correspondence to include developing, implementing, organizing and directing policies, programs, and procedures for appropriate correspondence preparation, routing, and transmission.) Facilitates IM orientation training for new Wing/Base IM hires and upgrade trainees, such as basic personal computer and network training, records management, content management, document security, official mail management, C&I awards program, and IM functional management. Screen all training material including Career Development Courses (CDC), CFETP, and duty description, providing feedback to next level IMFM. Coordinates with Wing managers regarding wartime training and tasking of IM personnel, ensure that requirements are met. Manages Wing/Base Freedom of Information Act (FOIA) and Privacy Act (PA) Programs. Develops and manages Wing/Base official U.S. mail program. Manages and provides guidance to the Wing/Base and tenant units on reproduction options, such as local resources, outside vendors, such as the Defense Agency Printing Service (DAPS). Provides software application assistance to Wing/Base customers for commonly used office automation and telecommunications applications. Develops, implements and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Provides technical oversight, guidance, and direction to lower graded Information Management personnel. Consults with and provides advice to planning and implementation

(P&I) function on relevant issues such as SORTS/ART reporting, equipment life cycle replacement, budget, projects, software and hardware requirements. Ensures deployment readiness of section personnel, equipment, and supplies. Plans for deployment/contingency support. Coordinates with higher headquarter elements, Program Management Offices, Specific System/Hardware Support Elements, OEM Vendors and Vendor Contracted support facilities for issue resolution pertaining to the most efficient and effective acquisition, portrayal, manipulation and destruction of Wing/Base information. Manages work center supply functions such as ordering and receiving of equipment, supplies, bench stock, logistics products, historical records, Test, Measurement, and Diagnostic Equipment (TMDE) services. Provides input to and coordination on relevant support agreements that require section support to make sure they correctly identify products and services needed and appropriately perform records management functions. May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Performs other duties as assigned.

AFSC

AFSC: 3D0X1, 3D0X2, 3D0X3, 3D1X1, 3D1X2 or 3D1X3. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Applicants for enlisted positions must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECD, dtd 31 January 2012, Attachment 4.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION