WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 20-122 ANG   **TECHNICIAN ADVERTISEMENT NUMBER: 20-454**

OPENING DATE: 9 Sep 2020   **CLOSING DATE:** 9 Oct 2020   **FILL DATE:** TBD

POSITION TITLE: Quality Assurance Program Manager **AFSC REQUIREMENTS:** 3D0X1
Trainees accepted

GRADES AUTHORIZED TO APPLY: E4 – E7

MINIMUM SKILL LEVEL REQUIRED: Any AFSC with a 5 Skill Level

UNIT/LOCATION: 115 FW/CF, WI

AREA OF CONSIDERATION: Open to current on board AGR's at the 115th FW only

Cross-training requirements:
ASVAB: M: A: G: 64 / 54* E:
*G: 64; or G: 54 and Cyber-Test *60
*Cyber-Test for Non-Prior Service only
P: 3 U: 3 L: 3 H: 2 E: 3 S: 3

MINIMUM QUALIFICATION REQUIREMENTS

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.

2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.

3. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.

4. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**

5. **While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.**

6. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.

2. 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 in accordance with Attachment 2 of ANGI 36-101.

3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.

4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

The Quality Assurance (QA) and Compliance Inspection (CI) Program manager ensures that the programs, functions, processes, equipment, systems, end items or services are of the type and quality to meet/or exceed mission requirements. The QA program enhances mission accomplishment within the confines of public law, DoD/AF policy and guidance or technical orders. QA empowers commanders to actively manage mission risk at the appropriate level. The QA and CI Program manager identifies deficiencies, performs root cause analysis, develops short and long-term solutions, and analyzes trends to determine if systemic deficiencies exist. The combined efforts of leadership, QA personnel, management, and technicians are necessary to ensure high quality production, services, and equipment reliability. The QA and CI Program manager performs key assessments of how the unit performs maintenance functions, trains maintenance personnel, and maintains compliance with instructions, technical data, safety directives, policies and other policy guidance. He/she performs these assessments by conducting personnel evaluations and equipment evaluations. 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. Develops an understanding of the needs and requirements of information end-users. Leverages continuous process improvement techniques to improve mission and business processes, enhancing access to relevant cross- functional 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. Monitors and reports the usage of knowledge management assets and resources. Assists and educates users on authoritative data sources, data services, and presentation tools to meet organizational objectives. Plan and manage the delivery of knowledge management projects. [DCWF Code-431] 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. As part of the Cyberspace Support career field family, performs IT project management duties to include; manage, supervise, and perform 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 the status of 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. [DCWF Code - 802] Conducts defensive 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. [DCWF Code – 511, 521, 531, 541]

SPECIALTY QUALIFICATION:

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.
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.
Training. For award of AFSC 3D031, completion of Knowledge 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. Experience or knowledge of collaboration/web service applications; information architectures; records management; and knowledge management principles.
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.
Other. The following are mandatory as indicated:
For award and retention of these AFSCs:
Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN17-1301, *Computer Security.*
A valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation* is desired*.*

HOW TO APPLY

All documents must be personally identifiable and must include date if required.

All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:

☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**

☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**

☐ **NGB Form 34-1** (Application for AGR Position) dated 11 November 2013 **(must be provided even if already AGR; must be signed and dated).** Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.

☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPF. If you cannot pull contact your A1.

☐ **Member Individual Fitness Report**. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date). Will not accept the "I AM FIT" report.

☐ Current (within 12 months) **AF Form 422,** Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.

☐ **DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.

☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs MSgt Melanie Kasten and SrA Toni Trentadue: melanie.l.kasten.mil@mail.mil and toni.m.trentadue.mil@mail.mil. An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic**. Feel free to call Comm (608) 242-3723 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3723 DSN 724-3723 or e-mail Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil