

# U.S. Army Training And Doctrine Command

**Department:** Department Of The Army

**Agency:** Army Training and Doctrine Command

**Job Announcement Number:**  
NEDQ05427194R

Overview

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## KNOWLEDGE MANAGEMENT OFFICER

**Salary Range:** 60,576.00 - 78,745.00 USD per year

**Series & Grade:** GS-0301-12/12

**Open Period:** Friday, June 10, 2005 to Friday, July 08, 2005

**Position Information:** - This is a Permanent position. -- Full Time

**Duty Locations:** 01 vacancies - CARLISLE - PA

### Who May Be Considered:

Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities.

### Job Summary:

Challenge Yourself - Be an Army Civilian - Go Army!

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

### Organization(s):

US ARMY WAR COLLEGE, OFFICE OF THE DEPUTY COMMANDANT, CARLISLE, PENNSYLVANIA

**Who May Apply:** Click [here](#) for more information.

- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.

### Key Requirements:

- U.S. Citizen

Duties

### Major Duties:

Develops and implements policy and program guidance governing the implementation and management of Knowledge Management initiatives at the US Army War College. Policies and guidance pertain to all aspects of this program, including knowledge creation, capture, sharing (collaboration), use and transfer. Defines and establishes KM tasks; provides advice on needed resources, and monitors/leads project progress to ensure that work is

accomplished in a timely and effective manner. Develop, design, set up and maintain the website/portal for knowledge dissemination. Develops strategies to make tacit knowledge explicit; implements a process for identifying and validating Subject Matter Experts (SMEs); facilitates the sharing of best business practices. Identifies and assists in establishing roles and responsibilities for supporting a knowledge management environment. Participates in Command Staff Calls, Commanders/Directors Conferences, Command Council meetings and other selected meetings.

### Qualifications and Evaluation

#### **Qualifications:**

Click on link below to view qualification standard.

#### [General Schedule](#)

- SPECIALIZED EXPERIENCE is defined as knowledge of Knowledge Management concepts, processes, tools and methodologies.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).
- GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.

#### **Other Requirements:**

Click [here](#) for more information.

- Must be able to obtain and maintain a Top Secret security clearance.
- Must comply with Drug Abuse Testing Program requirements.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

#### **How You Will Be Evaluated:**

Resumes will be evaluated for basic qualifications requirements and for the skills needed to perform the duties of the position, as described in this vacancy announcement and identified by the Selecting Official for the position.

### How to Apply

#### **How To Apply:**

Click [here](#) for more information.

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.
- If you have an ACTIVE resume on file in our central database, you may click Apply Online to Self Nominate. If you do not have an ACTIVE resume on file, please click here to use the [Army Resume Builder](#) to create or update your resume.

#### **Required Documents:**

- You will be required to provide proof of U.S. Citizenship.

**Contact Information:**

PATRICIA MILWICZ

Internet: APPLICANTHELP@CPSRXTP.BELVOIR.ARMY.MIL

Or write:

Department of the Army

314 Johnson Street

Aberdeen Proving Ground, MD 21005-5283

**What To Expect Next:**

Once this announcement closes, candidates will be evaluated using an automated system, (Resumix) which compares your skills and experience as described in your resume with the requirements of the position. If you are found to be a highly qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official. You can view the status of announcements that you applied for through our automated response system, ANSWER, accessed through our Civilian Personnel On-Line web page.

**Benefits and Other Information****Benefits:**

The Department of Defense offers excellent benefits programs some of which may include:

- Comprehensive health and life insurance
- Competitive salaries
- Generous retirement programs
- Paid holidays, sick leave, and vacation time
- Flexible work environment and alternate work schedules
- Paid employment related training and education
- Possible student loan repayment
- Payment of licenses, certification, and academic degrees as applicable
- Bonuses, incentives, and awards as appropriate for the job.

**Other Information:**

Click [here](#) for more information.

- Current Federal Civilian Employees: If you are selected for this assignment, your selection will be subject to your current supervisor's approval before a final job offer will be made. You are encouraged to coordinate your interest in this assignment with your supervisor prior to responding to this announcement.
- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 05 percent.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

#### Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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#### Send Mail

**Send Mail to:**

Department of the Army  
314 Johnson Street  
Aberdeen Proving Ground, MD  
21005-5283



#### Questions?

**For questions about this job:**

PATRICIA MILWICZ

Internet:

APPLICANTHELP@CPSRXTP.BELVOIR.ARMY.MIL

**USAJOBS Control Number:** 451795

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