

As a **Technical Writer / Editor** supporting the U.S. Army Network Enterprise Technology Command (NETCOM) Assistant Chief of Staff (ACofS), G3/5 you will apply subject matter expertise support to the planning, development, coordination, and delivery of documents in support of the NETCOM mission. You will be responsible for content of technical documentation. You will check author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). You will review accuracy of content and that documents follow established style and format guidelines and recommend revisions to guidelines and processes as appropriate. This is a part-time position for 15-20 hours per week.

**This effort provides direct support to the NETCOM CG Priorities:**

1. Accomplish the Mission while always taking care of our People and Families
2. Operationalize the Command
  - a. Establish clear roles/responsibilities within the Command
  - b. Standardize our operational/Technical implementations and processes across the Command
  - c. Build an Operational Support capability within the Headquarters
3. Integrate vertically with ARCYBER/Second Army and horizontally with our Supported Commands
4. Lead and synchronize the execution of the Army's Network Modernization effort
  - a. Build on, inherently Joint network based on centralized management; decentralized execution
  - b. Accelerate the Army's network collapse efforts, strategic and tactical
5. Rapidly build and employ Cyber Mission Forces and Capabilities
6. Set and then balance our team to match resources to mission across all Theaters.

**Highlights of Responsibilities:**

- Reviewing all submitted documents checking for adherence to the guidance documentation such as: Government Printing Office style manual 2008, AR 25-50 and DA Pamphlet 600-67, and NETCOM PAM 25-52.
- Ensuring documents are in the correct format, capitalization, use of italics, bold, etc., numerals, compound words, spacing before and after dashes and symbols, spelling and grammar are correct to include: table of contents agrees with heading in text, and page numbers are correct; index page numbers correct, tables, figures, references, hyperlink, equations, and footnotes numbered and identified correctly; and references to other documents are accurate.
- Monitoring routing, signature approval process and workflow of assigned documents to ensure document meets project schedule timelines.
- Consulting with authors regarding document content, readability, consistency and validate sources referenced within the document.
- Developing, organizing, and maintaining a documentation library for all documents.
- Developing and providing a monthly workload report to the COR detailing matrixed support, document count and functional areas of support.

**Requirements:**

- Current Active Secret Security Clearance.
- Bachelor's Degree with 4+ years of related experience, or 11+ years of practical experience in lieu of degree requirement.
- Knowledge and experience with accuracy of content of technical documentation.



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- In-depth knowledge of Government and Commercial Technical Writing/Editing standards and best practices to include: Government Printing Office style manual 2008, AR 25-50 and DA Pamphlet 600-67.

**Preferred Education and Experience:**

- Experience with Knowledge Management and Content Management processes and activities.
- Experience with MS Publisher, Adobe Acrobat, Flair, DITA Open tool kit, and other writing tools.
- Knowledge of ITIL 2011 Framework.