

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
JFHQORAC.AGR.OMB@ANG.AF.MIL

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF13-527

OPEN DATE:
15 Mar 2013

CLOSING DATE:
15 Apr 2013

UNIT/LOCATION:

**173D COMPTROLLER FLIGHT,
173D FW, KLAMATH FALLS, OREGON**

POSITION:

FINANCE TECHNICIAN
(Financial Management and Comptroller)

PD #: D15760

GRADE/SERIES: MAX MILITARY RANK AT TIME OF HIRE: **SSGT / E-5**
GS-0545-06

UMD Position #: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,
0954206 & -PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.
0954207

AFSC / MINIMUM ASVAB SCORE REQUIRED: **6F051** / GENERAL = 57

(APPLICANTS MUST HAVE 6F031 AFSC, OR MEET CRITERIA FOR CROSS-TRAINING TO BE ELIGIBLE)

*For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement.*

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND
THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

AREA OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD

THIRD AREA: THOSE ELIGIBLE TO JOIN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

SHOP/SECTION POC: SMSGT TERRI DAY, 541-885-6512, DSN-830-6512

UNIT HR LIAISON: SMSGT ANGIE AXBERG, 541-885-6580, DSN- 830-6580

DESCRIPTION OF DUTIES

This position is located in the Air National Guard (ANG) Flying Wing, Financial Management. Its purpose is to perform the full range of responsibilities associated with recording commitments, obligations, reimbursements, refunds, and disbursements for commercial services, accounts control, and travel in various computerized accounting systems. The incumbent possesses a broad knowledge of accounting methods, procedures, and techniques to provide accounting service to the Financial Manager, Commanders, Resource Advisors, higher headquarters, the Defense Finance and Accounting Service, and local, state, and Federal agencies. The incumbent works as an expert on complex issues resolving conflicts with limited guidance from supervisor. Accomplishes accounting functions in support of state and Federal Air National Guard operations, training, and readiness missions.

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

This position requires military membership. It is designated for ANG Enlisted incumbents only. Incumbent performs duties necessary to accomplish functions in support of programs essential to ANG daily operations, training, and readiness missions.

-- Prioritizes and processes a full range of pay entitlements for ANG personnel. Makes standard and non-standard payroll submissions. Provides customer service in person, by telephone, or electronically. Interprets and analyzes customer inquiries and provides information on entitlements to authorized personnel and agencies. Utilizes various pay systems to troubleshoot errors and identify deficiencies or coding problems. Monitors pay-affecting transactions for assigned personnel and takes corrective action if necessary. Performs audits of members' pay records and researches histories covering short or extended time periods.

-- Independently audits all payroll actions for accuracy and proper entitlements. Audits suspense reports and pay rejects, processing corrections as necessary. Reconstructs pay accounts to determine causes of out-of-balance conditions. Reconciles discrepancies between the personnel and pay systems and initiates corrective action.

-- Identifies and researches a wide variety of complicated pay problems and performs corrective action. Contacts the appropriate personnel to obtain information when documentation does not meet criteria established by regulation or applicable directives. Troubleshoots errors in automated system(s) looking for system deficiencies or coding problems, and accomplishes the necessary changes. Devises or adapts various procedures, techniques, or workarounds as a result of system limitations.

-- Processes Active Guard/Reserve (AGR) accessions into the payroll system ensuring that all facets of the member's pay are accurate and complete. Coordinates with Active Air Force host, the Military Personnel Flight, and the Human Resources Office when transitioning a member's record to AGR. Initiates action to collect or issue pay when errors or changes are made in submission of documents. Administers the AGR Leave Program, conducts advance/partial pay reporting, and processes separation transactions for all AGR personnel.

-- Ensures the timely and accurate processing of civilian payroll documents. Receives, reviews, and processes a variety of documents authorizing changes to employees' pay accounts. Researches and resolves complex pay problems, involving personnel issues and statutory changes. Performs ongoing audits for Time and Attendance Report signatures, initials, proper duty, leave hour annotation, and all supporting documentation. Serves as the primary point of contact and customer service representative for civilian payroll matters. Prioritizes work to coordinate with DFAS deadlines. Analyzes and reviews civilian pay reports to identify unusual or out-of-balance situations and initiates corrective actions.

-- Administers the Dual Compensation (DC) Audit Program to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, and ensures corrective actions are initiated. Serves as focal point on all dual compensation issues.

-- Processes and manages a wide range of complicated debt collection cases as a result of disciplinary actions, overpayments, and other types of indebtedness.

-- Recommends methods, techniques, and procedures to improve operations. Assists with conversions or system changes that affect pay processing. Tests new procedures, policies, and transactions developed to enhance the accuracy and timeliness of pay entitlements.

-- Administers and performs the finance portion of military/civilian personnel readiness processing when unit members are ordered to active duty. Coordinates pay processing/actions during mobilization and demobilization.

-- Applies internal control procedures to ensure military and civilian payroll processes are accurate and in accordance with applicable laws, regulations, and established standards. Notifies chain of command of potential fraud, waste, or abuse.

-- Trains unit personnel on pay and entitlement policies, guidelines, and procedures.

-- Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.

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- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECDA/AFOCD

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum require, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

***** **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED** *****

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated November 2010**. Announcement number and position title must be annotated on the form. Download the current form version from; http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. *Documents must show your ASVAB scores.*
- Copy of current passing physical fitness assessment. (from AF Portal)

Applicants from out of state and members transferring from another branch of service must also submit the following:

- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

For Air Technicians interested in converting to AGR status: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant Generals state policy to ensure compliance. The Adjutant General is the final approving authority.

TECHNICIAN APPLICATIONS

How Applications Will Be Evaluated – Your resume or OF 612 must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.

Qualifications – Within your resume and/or OF612 please identify how you gained the required experience for this position. Applicants applying at the **GS-06** level must have **6 months** experience in positions which demonstrate the required experience.

Current Technicians who desire to remain in Technician status must submit the following:

- Optional Form 612, Application for Federal Employment,

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- ❑ Or a Standard Form 171/172.
- ❑ And a copy of current passing physical fitness assessment.
- ❑ And a detailed resume.
- ❑ And a list of references.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application.
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application not being processed.
- **E-Mail is the preferred method of application receipt.**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application. **Do not** staple, bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

E-MAIL APPLICATIONS TO: jfhqorac.agr.omb@ang.af.mil (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF13-5xx – Doe)**

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

All applications (E-mail or US Mail) must be received or post marked by the announcement closing date.

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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