

# 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](mailto:JFHQORAC.AGR.OMB@ANG.AF.MIL)

## STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** AF13-530

**OPEN DATE:**  
21 May 2013

**CLOSING DATE:**  
10 Jun 2013

**UNIT/LOCATION:**

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

**POSITION:**

**ACCOUNTING TECHNICIAN**

**PD #:** D15750

**MAX MILITARY RANK AT TIME OF HIRE:** SSGT / E-5

**GRADE/SERIES:**  
GS-0525-07

**NOTES:**

**UMD Position #:** 0954209  
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,  
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

**AFSC / MINIMUM ASVAB SCORE REQUIRED:** 6FOX1 / GENERAL = 57

**(APPLICANTS WITHOUT 6F0 AFSC, MUST BE ELIGIBLE FOR CROSS-TRAINING TO QUALIFY)**

*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

**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

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

SHOP/SECTION POC: MAJ SHANA STROH, 541-885-6329, DSN-830-6329

UNIT HR LIAISON: SMSGT ANGIE AXBERG OR MSGT MEGHAN McMACKIN, 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.

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

-- Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions involve multiple appropriations, including Operation and Maintenance, Military Personnel, Military Construction, and Other Air Force Procurement.

-- Receives various commitment and obligation documents, including purchase requests, purchase orders, contracts, receiving reports, travel orders, Commercial Bills of Lading, and similar documents for certification against appropriated funds and manages them through all stages of accounting. Trains module managers and other users of automated financial document systems.

-- Verifies and validates commitments, obligations, and all supporting documents as mandated by the Tri-Annual Review. Coordinates review of open documents with unit resource advisors. Identifies discrepancies, determines sources of errors, and takes necessary corrective actions.

-- Complies with quality assurance initiatives, internal control review guides, and self-inspection checklists for the accounting function.

-- Establishes accounting addresses and enters annual and quarterly fund targets into the General Accounting and Finance System (GAFS). Establishes fund targets into the Standard Base Supply System (SBSS) and web-based systems, e.g., purchase card, fuels, etc., that interface with the accounting records.

-- Reconciles, researches, and clears rejects as a result of materiel, fuels, civilian pay, and purchase card interfaces.

-- Verifies, evaluates, and certifies the accuracy, propriety and availability of funds. Processes, monitors, and analyzes financial documents through each stage of accounting by appropriation, fiscal year, and associated data elements. Estimates cost of travel and validate proper fund citation on orders and other documents. Validates Permanent Change of Station (PCS) Travel Cost Identifiers, Customer Identification Codes (CIC), and Transportation Account Code (TAC). Communicates with appropriate personnel at base level and other DoD agencies to coordinate fund citations for exercises, deployments, bureau directed travel, contingencies and other emergency or special programs (ESP).

-- Prepares, submits, establishes, and monitors reimbursements to insure closure to related actions in accordance with applicable guidance.

-- Provides cost estimates related to individual TDYs, unit exercises, deployments, and PCS moves (military and civilian).

-- Verifies, codes, and posts By-Others Cycles Merged Accountability Fund Reporting (MAFR) transactions in coordination with the Defense Finance and Accounting Service schedules. Processes rejects by preparing and posting applicable journal vouchers or submitting SF1081s or AF1543s to appropriately adjust MAFR.

-- Performs customer service answering a variety of complex inquiries from commanders, commercial vendors, and travelers. Reviews and audits invoices and travel claims and complies with internal control review requirements monitoring payments for erroneous and fraudulent claims. Responsible for notifying the chain of command of suspected fraud, waste, and mismanagement.

-- Monitors Individual Merchant Purchasing Account Card (IMPAC) payments for Wing and GSUs. Certifies AF4009s and establishes commitment within the accounts payable system. Schedules payments through DFAS. Maintains database establishing data elements for accounts within web-based system and trains respective billing officials and cardholders. Processes and audits Journal Vouchers (JVs), correcting the appropriate accounting data elements. Ensures all rejects are reconciled and posted using various financial management reports.

-- Provides interpretation of travel guidance to unit commanders, RAs, orderly room personnel, and other customers. This includes determining appropriate remarks, various per diem rates, meal statements, and lodging availability.

-- Briefs travel entitlements for deployments, schools, long tours, and newcomer orientations. Assists financial manager and agency program coordinators in briefing the use and payment of the government travel card.

-- Processes travel advances and accrual payments for extended TDYs and deployments. Accomplishes manual computations for complex travel claims, e.g., constructive cost comparisons. Processes TDY and complex PCS travel claims using automated travel system. Prepares tax documents for civilian PCS. Reviews vouchers to determine appropriate leave charges and forwards Travel Voucher to Pay Entitlements section. Certifies travel payrolls.

-- Reviews and distributes outstanding travel order reports to units on a monthly basis. Performs follow-up to ensure either settlement vouchers or revocations have been received and processed into one or more accounting systems.

-- Accomplishes MAFR for travel utilizing multiple systems and reconciles rejects with DFAS. Ensures all MAFR transactions are in balance by appropriation and fiscal year with DFAS by close of business day.

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-- Performs random audits on travel claims as mandated by higher headquarters and manually records audited vouchers in the automated system.

-- Maintains recurring end of month products such as the Operating Budget Ledger (OBL), the Allotment Ledger (AL), the Address Directory, the Database Transfer (DBT), Selective Transaction History and Outstanding Travel Orders Report.

-- 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.
- 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 the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

## 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 required IAW AFMAN 36-2108 Attachment 39, 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.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.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)

- 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 career 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 General's state policy (CPM 131) to ensure compliance. The Adjutant General is the final approving authority.

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## TECHNICIAN APPLICATIONS

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**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-07** level must have **6 months** experience in positions which demonstrate the required Specialized Experience.

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

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- Optional Form 612, Application for Federal Employment,
- Or a Standard Form 171/172.
- And a copy of current passing physical fitness assessment.
- And a detailed resume.
- And a list of references.

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### **READ THIS SECTION COMPLETELY!!**

#### **IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

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- 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](mailto: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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