

# 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)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>

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

<b>ANNOUNCEMENT NUMBER:</b> AF14-548	<b>OPEN DATE:</b> 28 Jun 2014	<b>CLOSING DATE:</b> 12 Aug 2014
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**UNIT/LOCATION:**

**142D COMPTROLLER FLIGHT,  
142D FW, PORTLAND, OREGON**

**POSITION:**

**ENTITLEMENTS LEAD**  
(Financial Management and Comptroller)

**PD #:** D14590 **MAX MILITARY RANK AT TIME OF HIRE:** **MSGT / E-7**  
**GRADE/SERIES:** **MIN MILITARY RANK AT TIME OF HIRE:** **TSGT / E-6** (if Applicable)  
GS-0545-07

**NOTES:**  
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS  
**UMD Position #:** -PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE  
0976184 -PROJECTED START DATE: **1 Oct 2014**

**POSITION AFSC: 6F071\*\***

**\*\*Applicant must possess at least a 7 Skill-Level in 6F0x1 AFSC's to qualify\*\***

**This is not a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Gen = 57**

*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

**AREAS 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 FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

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

SHOP/SECTION POC: SMSGT GEOFF GEHRKE, 503-335-4002, DSN-638-4002

UNIT HR LIAISON: TSGT CRYSTAL LINVILLE, 503-335-4029, DSN-638-4029

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

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

## DESCRIPTION OF DUTIES

This position is located in an Air National Guard (ANG) Flying Unit, Financial Management Branch. Its purpose is to perform as the Leader, over three or more employees, within the Military Pay Function, carrying out the full range of responsibilities associated with determining and processing military/technician pay entitlements and related pay actions.

Distributes and administers the workload among employees. Estimates and reports on status and expected completion time of work. Performs spot checks of work and discusses errors with employees and amends or rejects work not meeting standards. Maintains current knowledge and answers questions on all procedures, policies and directives. Provides on-the-job training. Prepares training material. Reports to supervisor on performance, progress and training needs of employees, and on disciplinary problems. Assists supervisor in evaluating employee performance. Approves leave for a few hours or for emergencies. Prepares new or revised operating instructions. Acts as liaison between Defense Finance & Accounting Services, Operating Locations, Air National Guard Readiness Center, and other higher headquarters on sensitive and unusual issues. Resolves any unusual situations, doing all related research and making any necessary contacts. Conveys these solutions to all pay personnel through on-going on-the-job training.

Administers and utilizes Active Duty and Reserve military pay systems. Troubleshoots errors in the pay systems to determine if a system deficiency or a coding problem causes errors. Evaluates and resolves a variety of complex and special pay issues. Conducts daily/monthly audits of all payroll actions for accuracy and proper entitlements. Resolves and clarifies pay status and duty conflicts. Serves as point of contact for payroll office to resolve Time and Attendance problems. Tests new procedures, policies, and systems developed to enhance the accuracy and timeliness of pay.

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.
- 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 AFECD/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, per ANGI 36-101
- 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.
  - 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:**

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

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

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
  - o Announcement number and position title must be annotated on the form
  - o Download the current form version from; [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - o RIP can be obtained from the servicing Force Support Squadron (FSS)
  - o In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
  - o Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing physical fitness assessment. (from AF Portal, <https://www.my.af.mil/>)

**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)

**ORANG - 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 **CPM-131**, "**Limitation on Change of Status Between the Technician and AGR Career Programs**", to ensure compliance. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

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

- Detailed Resume
- And a Copy of current passing physical fitness assessment
- And a list of references

**TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:**

**General Experience** – Your resume 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.

**Specialized Experience for Technicians** –

- Within your resume identify how you have gained specialized experience for this position
- Applicants applying at the **GS-07** level must have **18 months** experience in positions which demonstrate the required Specialized Experience

**READ THIS SECTION COMPLETELY!!**

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

- AGR Service in the Oregon is governed by **CPM-127**, "**Maximum Tenure Policy for Oregon National Guard Full-Time Personnel**". (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- 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
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9 & 10)
- 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**
- **Complete application packet should be in a single PDF format document**
- **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
- Applications will be accepted until 1630 of the announcement closing date

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

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

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: AF14-5xx – 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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