

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:
JFHQRAC.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

ANNOUNCEMENT NUMBER: AF14-565	OPEN DATE: 25 Sep 2014	CLOSING DATE: 10 Nov 2014
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UNIT/LOCATION:

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

POSITION:

BUDGET ANALYST

PD #: D15720 **MAX MILITARY RANK AT TIME OF HIRE:** MSGT / E-7
MIN MILITARY RANK AT TIME OF HIRE: SSGT / E-5

GRADE/SERIES:
GS-0560-11

NOTES:

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS

UMD Position #: 0954204
-PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE
-PROJECTED START DATE: **TBD**

POSITION AFSC: 6F071**

****Applicant must possess 5 Skill-Level in ANY AFSC to qualify****

This is 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

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: LT THOMAS EICHELKRAUT, 541-885-6101, DSN-830-6101

UNIT HR LIAISON: 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 Division. The purpose of this position is to accomplish budget formulation, trend analyses, and execution evaluation of federal funds provided by the ANG

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

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

and other Department of Defense (DoD) components to the assigned unit. This position is independently responsible for the overall budget function in organizations, as determined by the Financial Manager. Accomplishes budget functions in support of state and federal ANG operations, training, and readiness missions.

-- Performs budget formulation involving the preparation of detailed analyses of annual and/or multi-year budget estimates for assigned organizations/programs into a consolidated budget request. Analyzes assigned programs and interprets budgetary guidance to provide recommendations for local budget policy and procedures. Develops budget formulation assumptions, formats the organizational requirements for the serviced organizations, for the overall budget. Reviews, analyzes, edits, and consolidates budget submissions before submitting to Budget Officer and/or the Financial Manager (FM). Develops appropriate narrative justification statements and presentation material for budget submissions, unfunded requirements, and programmatic changes. Develops detailed programming and financial planning justification and documentation for inclusion into the Wing financial plan. Assists the Budget Officer in making formal presentations of the proposed submission to the FM, commanders, center managers, and resource advisors. Coordinates with NGB to appropriately defend estimates, answer specific questions, and provide clarification.

-- Performs budget execution analysis of obligations incurred and actual expenditures of different sources and types of funding, such as one-year, multi-year, and no-year appropriations; reimbursement funds; and transfers of funds from other agencies. Identifies funding status, to include shortfalls, and provides guidance for the proper application of annual budget and/or allotment authority. Exercises technical expertise and recommends approval or disapproval of funding requests based on interpretations of fiscal law, regulation or policy. Receives funding documents for assigned programs. Allocates appropriated funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, quarterly projections, and approved funding. Performs analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives, and proposes reprogramming actions as necessary within assigned programs. Performs in-depth analysis of funding received versus projected expenditures for model-driven programs. Identifies trends and patterns, recommends ways to improve utilization of funds, suggests alternative funding approaches, and advises the Budget Officer, Financial Manager, commanders, center managers and resource advisors on the availability of funds. Evaluates the effect of cost and programmatic changes on the budget execution process. Identifies the need for transfer or reprogramming of funds between programs under the same budget account. Adjusts fund allocations as required. Verifies, enters and adjusts budgetary data in a variety of forms, schedules, and reports. Provides analytical guidance for year-end close out to ensure proper, legal and full utilization of funds.

-- Provides financial advice, assistance, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to the Budget Officer, Financial Manager, commanders, center managers, resource advisors, and other staff members. Information may include details on budget submissions, unfunded requirements submissions, year-end closeout procedures, and other procedural guidance. Provides financial reports, trend analyses, rates of expenditures, and comparisons of actual performance to the financial plan, historical data, and identification of variances. Serves as a financial consultant on issues such as: budgeting strategies and techniques, use of financial management products, resource distribution, program priorities, financial forecasts and projections, and assists in development of annual, long-range and conversion financial plans.

-- Designs, develops, conducts, and documents resource management training for personnel responsible for the expenditure of appropriated funds. Training includes initial review or update of financial management processes, procedures, and requirements. Serves as alternate chairperson to the Financial Working Group (FWG) and alternate advisor to the Financial Management Board (FMB). Provides organizational personnel with necessary information and knowledge to accomplish mission objectives.

-- Uses automated financial management systems and computer-generated products as tools to accomplish financial management objectives. Confirms accuracy of automated system database information and advises the Budget Officer, resource advisors and accounting personnel of any significant problems. Uses various computer software and web-based programs to produce required financial reports, plans, schedules, etc. Presents effective analyses of financial management information regarding the expenditure of appropriated funds.

-- 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.

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- 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 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
- 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.

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

Specialized Experience for Technicians –

- ❑ Within your resume identify how you have gained specialized experience for this position
- ❑ Applicants applying at the **GS-11** level must have **36 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

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: AF14-5xx – Doe)

Secure File Upload may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>
(See attached AMRDEC SAFE Guide)

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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ATTENTION: SAFE will be down for maintenance on 3/29/14 from 0700-1200 central time zone.


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SAFE is designed to provide AMRDEC and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB.

[Click here for Getting Started Guide](#)

AMRDEC SAFE Getting Started Guide

The AMRDEC SAFE application is used to send large files to individuals which would normally be too large to send via email. There are no users accounts for SAFE - authentication is handled via email and CAC. Everyone has access to SAFE, and the application is available for use by anyone.

Difference between CAC users and Guest users

There are only a few differences between sending SAFE packages as a CAC user and sending them as a guest:

- Guests are required to verify their email address after uploading each package;
- Guests cannot send packages to recipients that do not have a .mil or .gov email address;
- CAC users can add recipients in bulk using a semicolon-delimited list.

Sending Files

1. The AMRDEC SAFE application can be accessed via <https://safe.amrdec.army.mil/safe>.
2. There are two options to proceed from the SAFE homepage:
 - **Proceed as CAC User** - Select this option if you have a valid US DoD-issued CAC.
 - **Proceed as Guest** - Select this option if you do not have a CAC .
3. After selecting one of the options above, the page will be redirected to the package upload form. Fill in all the required input fields:
 - **Your Name** - Your name;
 - **Your Email address** - Your email address;
 - **Confirm Your Email Address** - Re-enter your email address;
 - **Description of File(s)** - Enter a description for the package;
 - **File(s)** - Click the "Browse" button to select your file(s). You may add up to 25 files per package, so long as the total file size does not exceed 2GB;
 - **Deletion Date** - Select a date for the package to be deleted from SAFE. The maximum (which is also the default) is two weeks (14 days) from today;
 - **Provide an email address to give access to** - Enter your recipient here and click "Add". CAC users may enter a semicolon-delimited list of emails in bulk so each recipient does not need to be added individually;
 - **Grant access to these people** - This is the list of people you have granted access to the package. To remove a recipient, highlight their name and click the "Remove" button;
 - **Caveats** - Default is "None";
 - **Encrypt email message when possible** - Attempt to encrypt the package's notification email to each recipient;
 - **Notify me when files are downloaded** - You (the sender) will receive a notification via email when a recipient downloads the package;
 - **Require CAC for pickup** - Require the recipient to be logged in with a valid US DoD-issued CAC to download the file(s). Recipients without a CAC will not be able to download the package.
4. Clicking the "Submit" button will upload the files and submit the package. Guest users will need to check their email to verify their email address before the recipients will be notified. No additional action is required by CAC users.
5. After the package has been uploaded (and verified, if proceeding as a guest), each recipient will receive a link to the package download page as well as a password. These passwords are unique for each recipient (not the package), and will be disabled once SAFE detects that the user successfully downloaded each file within the package. Forwarding recipient and sender notification emails to anyone except the AMRDEC WEBTeam is strictly forbidden.

Receiving Files

Recipients will automatically be notified via email when they have been added as a recipient to a package. The email they receive will contain a link and a password. Clicking on the link will take the recipient to a page where they will be asked for the password. The best way to enter the password is to copy it from the email and then paste it into the password box.

After logging in, the recipient will be able to download all the files within the package. We recommend right-clicking on each file and selecting the "Save Target As" option to select the location to save the file to.

After downloading every file within the package, the recipient will not be able to log back in to download the files again. Simply logging in or starting a download will not lock the user out. In order to be locked out, the recipient must successfully download every file within the package.

Managing Packages

After uploading a package, the sender will receive a notification email with a link and a password. After accessing the link and entering the password, the sender will be able to manage their package:

- **Adding Files** - The sender can upload additional files to the package. Recipients will receive an additional notice email informing them that the package has been updated. Recipients who have already downloaded the package will be allowed back in to get the additional files.
- **Adding Recipients** - The sender can grant access to additional recipients to the package.
- **Resending Recipient Notifications** - If a recipient lost or never received their notification to pickup the files, the notification can be resent.
- **Checking Recipient Status** - The list at the bottom of the status page will show each recipient and whether or not they have downloaded the package. A download status of "False" means that they have **not** downloaded the package, whereas a download status of "True" means that they have. This feature is available regardless of whether or not the sender selected the "Notify me" on the upload page.

Getting Help

If you encounter any issues while using SAFE, please try using the [Help Center](#) to find your answer.

What is AMRDEC

The U. S. Army Aviation and Missile Research Development and Engineering Center, a subordinate laboratory to the Research, Development and Engineering Command, is the Army's focal point for providing research, development, and engineering technology and services for aviation and missile platforms across the lifecycle.

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