

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

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: AF15-527	OPEN DATE: 21 Mar 2015	CLOSING DATE: 20 Apr 2015
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UNIT/LOCATION:

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

POSITION:

FINANCE SUPERINTENDENT

(This position currently is funded and resourced through 30 Sep 2017; employment beyond this date will be subject to resource availability. The selected member will be required to sign a Statement of Understanding (SOU) prior to AGR tour orders being published.)

(Vacancy and grade contingent on resource availability)

PD #: D15730 **MAX MILITARY RANK AT TIME OF HIRE:** **SMSGT / E-8**

GRADE/SERIES: **MIN MILITARY RANK AT TIME OF HIRE:** **MSGT / E-7**

GS-0503-09

NOTES:

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

UMD Position #: 0976169 **MIN MILITARY RANK AT TIME OF HIRE:** **MSGT / E-7**
-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: 6F091**

****Applicant must possess 7 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

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: 1LT JUSTIN SCHENK, 503-335-4010, DSN-638-4010

UNIT HR LIAISON: MSGT 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) Wing, Financial Management. The purpose of this position is to provide technical and administrative supervision of the accounting and entitlements operations and to assist the Financial Manager (FM) in the overall management of a full variety of financial services and programs. The incumbent plans, organizes, and reviews work within the Financial Services Flight for customer support of the wing and geographically separated units. Accomplishes duties in support of state and Federal Air National Guard operations, training, and readiness missions.

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.

DUTIES:

-- Supervises personnel in the accounting and entitlements sections, to include a lead position, within Financial Management. Advises the Financial Manager of concerns in entitlements and accounting areas. Initiates requests for filling vacancies and selects or participates in the selection of personnel. Complies with Equal Employment Opportunity (EEO) and Labor Management Relations policies. Approves and disapproves leave. Prepares formal requests and recommendations for promotion, reassignments, within-grade increases, incentive awards, and disciplinary actions. Settles complaints or concerns, both formal and informal, and administers disciplinary actions as necessary, referring those which cannot be resolved to the Financial Manager. Provides assistance to subordinates in resolving problems of a highly complex nature. Adapts work processes and procedures due to changes in guidance, advances in information technology, modifications to systems applications, and analyses of quality assurance data, which requires continuous training of subordinate staff. Balances duty assignments to comply with separation of duties requirements. Assigns and directs work assignments based on constantly changing deadlines and mission requirements. Reviews work of subordinates, determines proper work methods and procedures, and establishes suspense dates. Sets customer support standards and monitors customer service. Sets performance standards and makes formal appraisal of assigned personnel on work performance. Serves as a trainer and manager of training records. Formulates and conducts training programs for assigned personnel. Conducts informal training to broaden employee skills as well as enhance career progression. Assures integrity of Privacy Act of 1974 requirements. Need to identify base level of work and required workload.

-- Responsible for reviewing and analyzing new legislative changes to accounting and entitlements policies. Determines the need for revising local methods and instructions. Develops, coordinates, and implements operating instructions, other base-level guidance, and local forms to comply with new or revised finance policies, procedures, and systems. Assists the Financial Manager, or other functional areas, in the formulation and implementation of policies and programs. Provides financial expertise to assist commander inquiries, covering broad areas, concepts, and information. Works directly with organizations outside financial management to resolve complex financial issues.

-- Directs the operation of accounting personnel to ensure the timely processing of vendor and travel pay. Validates propriety of commitments, obligations, and disbursements and ensures proper and timely establishment within the General Accounting and Finance System (GAFS). Establishes audit requirements. Assures necessary follow-up examinations, identifies deficient accounts, and directs corrective action. Evaluates adequacy of accounting procedures for effectiveness and regulatory compliance. Monitors payments through the Merged Accountability and Fund Reporting (MAFR) systems to ensure accuracy. Provides management with requested data and/or analysis from various accounting systems.

-- Directs the operation of entitlements personnel to ensure the timely processing of military reserve, active component, and civilian pay. Develops internal controls to ensure the accuracy of supporting pay documents. Supervises the counseling of unit members regarding pay and special entitlements resulting from deployments, contingency operations, Federal mobilizations, and state activations. Provides management with requested data from various entitlement systems.

-- Conducts and/or monitors internal reviews for compliance and fraud prevention. Refers potential violations to the Financial Manager. Examples include the Random Travel Audit, Tri-Annual Open Document Listing (ODL) Review, Dual Compensation, Personnel Reliability Audit (PRA), Outstanding Advance Orders Listing, and military special duty pays.

-- Engages in frequent contact and coordination with various outside agencies and businesses to resolve complex financial issues. These are accomplished via telephone, meetings, Temporary Duty Travel (TDY), e-mail, and teleconferences requiring coordination, organization, and collection of necessary data. Further contact is made with government agencies, e.g., Defense Finance and Accounting Service (DFAS) and higher headquarters regarding policy and regulatory issues. Researches, analyzes, and compiles information in response to congressional inquiries.

-- Performs other duties as assigned.

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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 AFECDD/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:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
 - 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). ***Documents must show your ASVAB scores.***
 - RIP can be obtained from the servicing Force Support Squadron (FSS)
 - In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing physical fitness assessment. (from AF Portal, <https://www.my.af.mil/>)
- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- DD Form 369, Police Record Check (attached), (Leave block 10 blank)

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 General's 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:

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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-09** 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: AF15-5xx – Doe)

Encrypted email may be sent to the address listed above

Secure File Upload may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>
(Reference AMRDEC SAFE Guide online, **Do Not** send encrypted email via AMRDEC)

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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