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:
usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.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: AF16-511	***OPEN DATE:*** 23 Nov 2015	***CLOSING DATE:*** 23 Dec 2015

UNIT/LOCATION:

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

POSITION:

FINANCE TECHNICIAN
(Financial Management and Comptroller)

PD #: D15760

GRADE/SERIES:
GS-0545-06

UMD Position #:
0976180

MAX MILITARY RANK AT TIME OF HIRE: **TSGT / E-6**
MIN MILITARY RANK AT TIME OF HIRE: **N/A**

NOTES:
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
-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 at least a 3 Skill-Level in any AFSC's 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: SMSGT MISTY GREMAUD, 503-335-4002, DSN-638-4002
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 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.

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.

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

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:

- ❑ 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 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:

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

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-06** level must have **6 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 Air National Guard is governed by **applicable AFI, ANGI and Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)**
- 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 QUESTIONAIRE 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: usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF16-5xx – 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

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