

# 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](mailto: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

<b>ANNOUNCEMENT NUMBER:</b> AF16-519	<b>OPEN DATE:</b> 2 Feb 2016	<b>CLOSING DATE:</b> 18 Mar 2016
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UNIT/LOCATION:

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

POSITION:

**QUALITY ASSURANCE MANAGER  
(Accounting Technician)**

(Vacancy and grade contingent on resource availability)

<b>PD #:</b> D22140	<b>MAX MILITARY RANK AT TIME OF HIRE:</b> <b>MSGT / E-7</b>
	<b>MIN MILITARY RANK AT TIME OF HIRE:</b> <b>SSGT / E-5</b>
<b>GRADE/SERIES:</b> GS-0501-11	<b>NOTES:</b> -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: <b>TBD</b>
<b>UMD Position #:</b> 0954204	

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

**\*\*Applicant must possess 7 Skill-Level in 6F0x1 AFSC 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

**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: MAJ SHANA STROH, 541-885-6329, DSN-850-6329  
UNIT HR LIAISON: MSGT AIMEE WHALING, 541-885-6580, DSN-830-6580

**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), Comptroller office. The purpose of this position is to plan, coordinate, and perform comprehensive reviews, special studies and selective internal examinations of base level financial management programs.

### MAJOR DUTIES:

1. Provides administrative oversight of the Quality Assurance (QA) Program. Provides technical assistance and advice to the Financial Manager (FM) and staff. Examines all areas to determine the effectiveness of procedures and also determines if supervisors are recording quality data upon which accurate management conclusions and decisions are based. Ensures effective and efficient quality standards and internal controls are in place at base level operations. Ensures the unit is performing in accordance with established standards. Researches, develops, modifies, and maintains qualitative standards for use in evaluating and monitoring performance indicators. Uses verifiable and objective measures and develops statistically reliable and valid measures whenever possible. Provides technical internal control advice on military pay, civilian pay, travel pay, disbursing and collection, accounting, vendor and contract pay, budget, and systems administration. Maintains a schedule of all reports, audits, inspections, and internal control reviews.

(40%)

2. Independently conducts various reviews to assess organizational performance. Manages self-inspection programs. Examines all pay-related and accounting and financial functions to ensure internal accounting systems and administrative controls are sufficient to reasonably ensure all obligations and payments comply with applicable laws. Ensures funds are safeguarded against waste, loss and misappropriation, and all remittances and payments are properly accounted. Reviews military pay vouchers, travel payments, and entitlement documents to ensure supporting documents are applicable and valid. Perform post-audit voucher review. Works closely with the financial management staff to extract needed information for targeting and studying suspected potential weaknesses. Identifies existing and potential material weaknesses and works with affected officials to develop a schedule of corrections. Understands and identifies material weaknesses in this context relate to the monetary value and the perceived command, public, or political sensitivity associated with a particular function. Monitors access levels and dual access to financial systems and prepares or oversees the preparation of all internal control reports. Examines all functional areas and determines the effectiveness of procedures, the integrity of financial and accounting data, and other decision-support criteria used by management. Ensures quality assurance standards and internal controls are in place within the comptroller office and reports discrepancies to the FM.

(30%)

3. Focal point for fraud prevention. Reviews retrieval data provided by the local systems branch to screen for any unauthorized access level or dual access between the payable systems and the general accounting system. Reports discrepancies to the FM for further research. (5%)

4. Based on general supervisory guidance, reviews and coordinates, with management and affected supervisors, new or modified applications affecting automated systems. Identifies needed system changes and conducts system change tests to ensure changes produce the desired matches such as, duplicate payments, collections, and reconciliations. Responsible for analyzing findings and recommendations. Reports discrepancies to the FM.(5%)

5. Gathers data, tracks discrepancies, prepares trend charts, and facilitates discussions with personnel at financial or QA meetings. Ensures all open discrepancies are consistently and aggressively addressed and resolved through completion. Prepares monthly Discrepancy Tracking Report to management for review. (5%)

6. Cross-feeds various reports and bulletins, on a routine basis, through various electronic communications such as, emails and websites throughout the Wing financial management community. (5%)

7. Facilitates monthly QA meetings and prepares minutes. (5%)

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- 8. Based on study results, determines need for refresher and supplementary training. Develops, schedules, and conducts training. (5%)
- 9. 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 AFECDA/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**

<p><b><i>Current AGR members and those who wish to become an AGR must submit the following:</i></b></p> <ul style="list-style-type: none"> <li>❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, <b>dated 11 November 2013</b> <ul style="list-style-type: none"> <li>○ Announcement number and position title must be annotated on the form</li> <li>○ Download the current form version from; <a href="http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm">http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm</a></li> </ul> </li> <li>❑ Current Report of Individual Personnel (RIP). <b><i>Documents must show your ASVAB scores.</i></b> <ul style="list-style-type: none"> <li>○ RIP can be obtained from the servicing Force Support Squadron (FSS)</li> <li>○ In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)</li> <li>○ Select 'Record Review', and then 'Print/View All Pages'</li> </ul> </li> <li>❑ Copy of current passing physical fitness assessment. (from AF Portal, <a href="https://www.my.af.mil/">https://www.my.af.mil/</a>)</li> <li>❑ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)</li> <li>❑ DD Form 369, Police Record Check (attached), (complete blocks 2-9, block 10 leave blank, sign block 11)</li> </ul>
<p style="text-align: center;"><b><i>ORANG - Air Technicians interested in converting to AGR status:</i></b></p> <ul style="list-style-type: none"> <li>➤ Selection for the advertised position does not constitute acceptance into the AGR program.</li> <li>➤ 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.</li> <li>➤ The AGR Manager will evaluate the request against The Adjutant Generals state policy <b>CPM-131, "Limitation on Change of Status Between the Technician and AGR Career Programs"</b>, to ensure compliance. (<a href="http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866">http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866</a>)</li> <li>➤ The Adjutant General is the final approving authority.</li> </ul>

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**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-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 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 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:** [usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto: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*

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