

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
NGOR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:
<http://www.142fw.ang.af.mil/Resources/Careers/>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF21-574	OPEN DATE: 31 March 2021	CLOSING DATE: Open until filled
UNIT/LOCATION: 142D COMPTROLLER FLIGHT 142D WING, PORTLAND, OREGON		
POSITION: LEAD ACCOUNTING TECHNICIAN (Vacancy and grade contingent on resource availability)		
POSITION GRADE: MSGT <i>MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSgt*</i> PD #: AGR only <i>MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: TSgt</i>		
GRADE/SERIES: n/a	NOTES: *THE SELECTED APPLICANT WILL NEED TO HAVE A MINIMUM TOTAL ACTIVE FEDERAL MILITARY SERVICE (TAFMS) OF 8 YEARS FOR MSGT. THOSE APPLICANTS NOT HAVING THE COMMENSURATE TAFMS TO THEIR CURRENT RANK MAY BE REQUIRED TO TAKE A VOLUNTARY REDUCTION IN RANK TO ACCEPT THIS AGR POSITION. - PROJECTED START DATE: 01 JULY 2021	
UMD Position #: 0976172 1C		
POSITION AFSC: 6F0X1** **This is not a cross-training-opportunity; Must have at least a 7 skill-level		
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: SECTION/SHOP SUPERVISOR: MSGT THOMAS SORENSEN 503-335-4002 / DSN 638-4002 HR LIASON: MSGT JESSICA CALDWELL, 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.

-- Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions involve multiple appropriations, including Operation and Maintenance, Military Personnel, Military Construction, and Other Air Force Procurement.

-- Receives various commitment and obligation documents, including purchase requests, purchase orders, contracts, receiving reports, travel orders, Commercial Bills of Lading, and similar documents for certification against appropriated funds and manages them through all stages of accounting. Trains module managers and other users of automated financial document systems.

-- Verifies and validates commitments, obligations, and all supporting documents as mandated by the Tri-Annual Review. Coordinates review of open documents with unit resource advisors. Identifies discrepancies, determines sources of errors, and takes necessary corrective actions.

-- Complies with quality assurance initiatives, internal control review guides, and self-inspection checklists for the accounting function.

-- Establishes accounting addresses and enters annual and quarterly fund targets into the General Accounting and Finance System (GAFS). Establishes fund targets into the Standard Base Supply System (SBSS) and web-based systems, e.g., purchase card, fuels, etc., that interface with the accounting records.

-- Reconciles, researches, and clears rejects as a result of materiel, fuels, civilian pay, and purchase card interfaces.

-- Verifies, evaluates, and certifies the accuracy, propriety and availability of funds. Processes, monitors, and analyzes financial documents through each stage of accounting by appropriation, fiscal year, and associated data elements. Estimates cost of travel and validate proper fund citation on orders and other documents. Validates Permanent Change of Station (PCS) Travel Cost Identifiers, Customer Identification Codes (CIC), and Transportation Account Code (TAC). Communicates with appropriate personnel at base level and other DoD agencies to coordinate fund citations for exercises, deployments, bureau directed travel, contingencies and other emergency or special programs (ESP).

-- Prepares, submits, establishes, and monitors reimbursements to insure closure to related actions in accordance with applicable guidance.

-- Provides cost estimates related to individual TDYs, unit exercises, deployments, and PCS moves (military and civilian).

-- Verifies, codes, and posts By-Others Cycles Merged Accountability Fund Reporting (MAFR) transactions in coordination with the Defense Finance and Accounting Service schedules. Processes rejects by preparing and posting applicable journal vouchers or submitting SF1081s or AF1543s to appropriately adjust MAFR.

-- Performs customer service answering a variety of complex inquiries from commanders, commercial vendors, and travelers. Reviews and audits invoices and travel claims and complies with internal control review requirements monitoring payments for erroneous and fraudulent claims. Responsible for notifying the chain of command of suspected fraud, waste, and mismanagement.

-- Monitors Government Purchase Card (GPC) payments for Wing and GSUs. Certifies AF4009s and establishes commitment within the accounts payable system. Schedules payments through DFAS. Maintains database establishing data elements for accounts within web-based system and trains respective billing officials and cardholders. Processes and audits Journal Vouchers (JVs), correcting the appropriate accounting data elements. Ensures all rejects are reconciled and posted using various financial management reports.

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ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve 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 hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFOD

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial AGR tours in Oregon will not exceed 3 years; follow-on tours will be from 1 to 6 years, per ANGI 36-101 and ORANG force management policy
- 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 this background 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, **Form Version Dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from;
<https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
 - Current Report of Individual Personnel (RIP). ***Documents must show your ASVAB scores.***
 - RIP can be obtained from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- ❑ Copy of current passing Fitness Tracker report from AFFMS II (from AF Portal, <https://www.my.af.mil/>)

ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**
- 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://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/>
- The Adjutant General is the final approving authority.

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, 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 **DIGITALLY SIGN**
- 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 & 17)
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**

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- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF21-574 - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention (“AF21-574 – Doe – 1”)**
- Limit file size to less than 5MB
- 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 the announcement closing date

Email applications to 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil (preferred method). Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line. (example: AF21-5XX Doe) Encrypted email may be sent to this address.

Applications can also be mailed to:

The Oregon Military Department
NGOR-AC / AGR - Air
P.O. Box 14350; 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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