

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
NGOR-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://www.142fw.ang.af.mil/Resources/Careers/>

## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

|                                      |                                  |                                     |
|--------------------------------------|----------------------------------|-------------------------------------|
| <b>ANNOUNCEMENT NUMBER:</b> AF18-534 | <b>OPEN DATE:</b><br>10 Jan 2018 | <b>CLOSING DATE:</b><br>10 Feb 2018 |
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UNIT/LOCATION:

**173RD COMPTROLLER FLIGHT  
173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

**FINANCIAL MANAGEMENT TECHNICIAN  
(2 VACANCIES)**

(Vacancy and grade contingent on resource availability)

**POSITION GRADE: SSGT / E-5**

PD #: D2151    MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: **SSGT / E-5**  
MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: **N/A**

GRADE/SERIES:  
GS-0503-08

**NOTES:**

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS  
UMD Position #: \* PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE  
0882223    \*\* HIRING AT THE MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY  
0954207    - PROJECTED START DATE: TBD

**POSITION AFSC: 6F051\*\***

**\*\*Applicant must possess at least a 1 Skill-Level in any AFSC to qualify\*\***

**This is a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Gen = 57  
PULHES = 333333**

*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:**

SECTION/SHOP SUPERVISOR : MSGT CASEY GRIMES, 541-885-6334, DSN- 830-6334  
FSF 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) Flying Wing, Comptroller Flight, Financial Management Section. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. Incumbent uses complete understanding of interrelated systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

### b. DUTIES AND RESPONSIBILITIES:

- (1) Performs broad-in-depth *financial* analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within *Financial* Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse *financial* management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult *financial* issues or problems. Balances all Program Managers' accounts with the federal database of record.
- (2) Performs in-depth analysis on complicated pay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems. Develops variations in approaches to fit specific problems or deals with incomplete, unreliable or conflicting data in the process of work performance in order to validate transactions and resolve inconsistencies.
- (3) Analyzes particular facts of *financial* transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and, applies pertinent Fiscal Laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Performs research on many different and unrelated processes and methods relating to *financial* transactions for analysis of complex and unusual *financial* transactions. Analyzes results, applies personal initiative and judgment to make recommendations, which may result in changing guidelines affecting internal, state, and National Guard Bureau (NGB) level processes and procedures.
- (4) Analyzes and resolves tax processing problems based on airmen inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collection. Ensures complex tax issues involving tax documents, Do It Yourself (DITY) moves, and Relocation Income Tax Allowance (RITA) payments, are accomplished accurately and timely.
- (5) Interprets data to identify problems, determines nature of the problem or issue, decides approaches to resolve issues, and recommends solutions for systemic changes to enhance operations. Uses independent judgment to reconstruct incomplete files and accounts; devises more efficient methods for procedural processing, gathers and organizes information for inquiries, or resolves problems referred by others. Interprets user requirements in order to design new ad hoc reports or modifications of standard *financial* and management systems. Seeks positive results from regulatory, system, or force structure changes.
- (6) Incumbent researches, interprets, analyzes, and applies regulations, policies, procedures, and legal decisions to work and/or resolve complex fiscal issues/problems regardless of the technical difficulties encountered. Uses originality to sort complicated factual information regarding public law, Fiscal Law, Department of Defense (DoD), Department of the Air Force, National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations, Standard Operating Procedures, Comptroller General Decisions, and policies/issuances to apply a variety of methods and execute the full range of *financial* management services.
- (7) Performs or conducts research, investigates and solves problems involving discrepancy reconciliations of (Electronic Funds Transfer rejects, pay/personnel or travel mismatches) to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due. Sorts complicated factual information and applies a variety of *financial* methods to resolve issues. Makes independent decisions regarding processes involving unusual circumstances or conditions. Develops variations in approaches to fit specific functions while often encountering incomplete, unreliable or conflicting data in the process of work performance. Applies accounting methods, procedures, and techniques to conduct difficult and in-depth analysis. Validates transactions and performs research to resolve inconsistencies.
- (8) Performs varied duties, involving *financial* services payment systems (travel, accounts payable, and pay; for example, Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPSS), Defense MilPay Office (DMO), Reserve Travel System (RTS), Air Reserve Order Writing System (AROWS), and Defense Travel System (DTS). Applies a series of different and unrelated methods, processes, and techniques involving established *financial* management systems. Analyzes and develops a variety of new or established techniques and methods to evaluate alternatives and arrive at

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decisions, conclusions, and recommendations that enhance operations.

(9) Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 Active Duty; Title 32 Inactive Duty for Training, Annual Training, Active Duty for Training, Active Guard and Reserve, and Active Duty for Operational Support (ADOS). Executes unique and special pay and entitlement actions in order to provide the appropriate entitlements, such as Base Pay, Basic Allowance, Housing, Basic Allowance, Hazardous Duty Pay, Hostile Fire Pay, Combat Zone Tax Exclusion, Special Duty Assignment Pay, Student Loan Repayment Program, Incentive Pay, Invitational Travel Authorization, Jury Duty, Child Support, Wage Garnishments, Allotments, Survivor Benefits, and other monetary incentives such as, Jump Pay, Medical Pay, Flight Pay, and Foreign Language Proficiency Pay.

(10) Analyzes and processes transactions directly with U.S. Treasury and local *financial* institutions to ensure credits and collections are accomplished in a timely manner in accordance with law, regulation and policy.

(11) Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes while protecting historical data. Ensures accuracy of modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out-of-service debts or other actions involving complicated adjustments. Uses different procedures, as transactions are not completely standardized, or transactions are interrelated with other systems, that require coordination with other personnel or staff, both internal and external to the organization. Determines appropriate travel entitlements for multiple duty statuses and situations including Temporary Duty (TDY), local travel, and Permanent Change of Station (PCS).

(12) Determines appropriate payments to vendors by applying Prompt Payment Act, tax law, contract law, account code structure, invoice processes, and Grants and Cooperative Agreement regulations and guidelines.

(13) Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances.

(14) Schedules, runs, and analyzes various *financial* system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports.

(15) Responds to requests for assistance/information from multiple sources, to include airmen, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors. Trains customers on pay and travel entitlements and associated systems, processes and reports. Applies principles and practices involving data protected under the Privacy Act.

(16) 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 (if applicable) and meet all eligibility criteria in AFECF/AFOCD

## 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 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 AFECF Attachment 4, 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.

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- 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, **Form Version Dated 11 November 2013**
  - Announcement number and position title must be annotated on the form
  - Download the current form version from;  
<http://www.ngbpd.c.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>
- 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 <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated 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://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/>
- The Adjutant General is the final approving authority.

### ***Current Technicians who wish to remain in Technician status must submit the following:***

- Detailed Resume
- Copy of RIP
- Copy of current passing physical fitness assessment
- 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-8** level must have **12 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, 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

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- **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: AF18-5XX 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)

Applications can also be mailed to:

The Oregon Military Department  
NGOR-AC / AGR - Air  
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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