



# Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-072-ANG

## POSITION INFORMATION

<b>Position:</b>	Financial Service Technician	<b>Grade:</b>	SSgt/E-5
<b>Location:</b>	194 CPTF Camp Murray, WA	<b>AFSC:</b>	6F051
<b>Opening Date:</b>	24 August 2016	<b>Closing Date:</b>	23 September 2016

## WHO CAN APPLY

Only **current AGR members** of the 194 Wing. This position is also being offered as a Technician position. See Technician Vacancy Announcement # WAAF 16-201 at USA Jobs for application instructions.

**\*Hiring of current AGR member is dependent on approval of MCR.**

## INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- If applicants do not hold the 6F051 AFSC, must be eligible to cross-train. ASVAB: G-57
- This is a Financial Management Level Certified position IAW the NDAA 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

## SUMMARY OF DUTIES

Provides analysis, validation, processing and correction of financial transaction 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. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews and account adjustments. Performs varied duties, involving financial services payment systems. Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances. 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. Performs other duties as assigned.

## ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.



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- Knowledge of the interrelationships of the various financial, personnel and computer file systems, methods, techniques, precedent cases and procedures to resolve especially difficult and/or sensitive problems
- Ability to reconstruct inaccurate accounts, gather and organize information for inquiries and resolve problems referred by others
- Knowledge of the procedures and techniques to conduct difficult and responsible analysis
- Knowledge of related financial regulations and rulings covering diverse types of transactions to function as a technical authority to resolve an extensive range of issues or problems
- Skill in researching, interpreting, analyzing, and applying regulations, policies, procedures, legal decisions, and issuances regarding the full range of financial and commercial services provided, including public law, Fiscal Law, DoD, AF, NGB, and DFAS regulations, Standard Operating Procedures, and Comptroller General Decisions
- Skill in determining appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 Active Duty; Title 32 IDT, AT, ADT, AGR, ADOS and special pay and entitlement situations
- Knowledge of personnel regulations and personnel management systems necessary to understand the interface with financial management systems and how they affect pay and entitlements to airmen and civilians
- Knowledge of training techniques and program instruction regarding the full range of financial transactions

### APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)



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- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) If cross training to 3S0X1, provide AF Form 422 to show PULHES requirement
- 9) NO BINDERS OR BOUND DOCUMENTS

Email applications to: [LORIE.K.MOORE.MIL@MAIL.MIL](mailto:LORIE.K.MOORE.MIL@MAIL.MIL)

*\*When emailing applications, please put the announcement number and last name in the subject line.*

*\*If possible, email application as one attachment in the order listed above.*

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR  
Attn: MSgt Moore/Air AGR Manager  
33 41<sup>st</sup> Division Way, Bldg 33  
Camp Murray, WA 98430

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

### ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for general AGR announcements:  
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347



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