



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 17-005-ANG

POSITION INFORMATION

Position:	Financial Management Technician	Grade:	TSgt/E-6
Location:	194 CPTF Camp Murray, WA	AFSC:	6F051
Opening Date:	5 November 2016	Closing Date:	22 November 2016

WHO CAN APPLY

All current members of the Washington Air National Guard and those eligible to join.

INITIAL ELIGIBILITY CRITERIA

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

- Applicants must possess at least a 6F051 AFSC
- Applicants must be in the grade SSgt/E-5 or TSgt/E-6
- 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

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. 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. 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. 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



Washington Air National Guard Active Guard Reserve (AGR) Announcement

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.

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.

- **Knowledge of Accounting and Finance regulations, publications, policies, and procedures**
- **Ability to analyze military pay records for the reserve and active duty components, identify and process pay and travel entitlements, and run payrolls and disbursement files**
- **Ability to perform operations using JUMPS, DMO, DTS, RTS, DCPS, DJMS, and AROWS**
- **Ability to apply knowledge of rules, regulations, laws, precedents and decisions to civilian pay, military pay, travel pay and accounting liaison duties**
- **Ability to analyze financial material and prepare reports**
- **Ability to meet deadlines and work under pressure**
- **Ability to deal effectively with persons at all levels in the military chain of command and civilian community**

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) from the vMPF, under Self-Service Actions, Personal Data, Record Review. A CDB, Career Data Brief, is **NOT** a substitute. (*Only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF under Record Review. 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*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) **NO BINDERS OR BOUND DOCUMENTS**

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL



Washington Air National Guard Active Guard Reserve (AGR) Announcement

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

**If you do not receive an email “confirmation of receipt” within 3 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347*

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR
Attn: SMSgt Moore/Air AGR Manager
33 41st 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:
SMSgt Lorie Moore, AGR Manager for Air (253) 512-8347