



# Washington Air National Guard

## Active Guard Reserve (AGR) Announcement

**JOB ANNOUNCEMENT # 18-054-ANG**

### POSITION INFORMATION

<b>Position:</b>	Financial Management	<b>Grade:</b>	E-6 (E-7 with approval of MCR)
<b>Location:</b>	194 Air Support Operations Group Camp Murray, WA	<b>AFSC:</b>	6F071
<b>Opening Date:</b>	28 August 2018	<b>Closing Date:</b>	14 September 2018

### WHO CAN APPLY

**\*All current members of the Washington Air National Guard \***  
**\*Hiring of AGR is contingent on approval of MCR\***

### INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Applicants must possess 6F0X1 AFSC
- Applicants must be in the grade of E-5/SSgt through E-7/MSgt (Must have approved MCR before hiring of E-7 applicant)
- 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

This is a technical position with the 194 Air Support Operations Group, 194 Wing. This position requires direct coordination with subordinate units as well as full involvement in the Group's mission. The incumbent will brief the Group Commander on a regular basis. Applicant should have knowledge and experience with formulation work involving preparation of detailed analyses of annual and/or multi-year budget estimates for assigned organizations/programs into a consolidated budget request. Requests, reviews, analyzes, edits, and consolidates budget submissions before forwarding to the Wing and TACP CFFM. Develops appropriate narrative justification statements and presentation materials for budget submissions, un-funded requirements and programmatic changes. Develops detailed programming and justification and documentation for estimates included in the overall ANG Financial Plan, DoD Program Objective Memorandums (POM), and DoD Future Year Defense Programs (FYDP). Provides financial advice, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to the Commander(s), cost center managers, resource advisors, and other staff members. Uses automated financial management systems and computer-generated products to accomplish financial management objectives. Confirms accuracy of automated system database information and informs resource advisors and/or accounting personnel of



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significant problems, trends, or variances. Uses various computer software and web-based programs to produce required financial reports, plans, schedules, etc. Presents effective analyses of financial management information regarding the expenditure of appropriated funds.

### 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.

- **Demonstrated ability to forecast and track expenditures of several funding streams across multiple organizations**
- **Demonstrated high degree of skill in analytical reasoning and ability to apply that skill to the identification, analysis and conceptualization of budgetary problems and development of alternative solutions involving the resolution of conflicting goals and objectives**
- **Demonstrated program management experience**
- **Demonstrated customer service experience**
- **Knowledge of content management/workflow automation utilizing SharePoint desirable**
- **Knowledge of the goals, objectives, workforce composition, work methods and functions of ASOG operations programs, sufficient to enable the incumbent to determine whether requests for funds and expenditures are proper, necessary and timely**
- **Knowledge of DTS, AROWS, WAWF, DEAMS, CRIS and EXCEL are highly desirable**

### APPLICATION INSTRUCTIONS

Applicants 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*, version dated 20131111
- 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, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. 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*)



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### Submission of application:

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

or

Send through AMRDEC SAFE Web Application: <https://safe.amrdec.army.mil/safe/> to above email

*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)*

*\*When emailing applications, please put the announcement number and last name in the subject line. Also, name/title .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)*

*\*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*

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time 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 AGR announcements:  
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347