



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-077-ANG

POSITION INFORMATION

Position: Financial Management Technician **Grade:** MSgt/E-7
Location: 194 CPTF **AFSC:** 6F071
Camp Murray, WA
Opening Date: 30 September 2016 **Closing Date:** 18 October 2016

WHO CAN APPLY

Only current members of the WA ANG

INITIAL ELIGIBILITY CRITERIA

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

- Applicants must possess the 6F071 AFSC
- Applicants must be in the grade of E-6 through E-7
- 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

Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Plans and develops work assignments, priorities and training required to effectively meet organizational and customers' needs. Establishes, develops, and maintains effective working relationships with other Financial Services Branches, supported organizations, and higher headquarters. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve significant and/or potential problems. Plans and directs accounting, military pay, technician pay, and voucher exam (travel) functions to provide all technical financial support required by the ANG supported organizations. Ensures operating procedures and internal controls are in place. 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.

- **Knowledge of Accounting and Finance regulations, publications, policies, and procedures**
- **Ability to manage and lead subordinates**



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- Ability to make oral and written presentations in a clear and concise manner
- 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 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

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

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR
Attn: MSgt 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.



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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