



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



Open to Members of the 181st IW ONLY

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-055-A-Air		16 September 2014	01 October 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 st CPTF	Terre Haute, IN	N/A	SrA/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Finance Management Technician	TBD	SrA	TSgt

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 6F071

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females**

DUTIES AND RESPONSIBILITIES

Provides customer service. Advises, interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial reports.

Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.

Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and execution plans and reports. Analyzes financial execution, identifies and explains variances, and

prepares narrative justification to support financial requirements. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership.

GENERAL EXPERIENCE

Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Educational Requirements and/or Substitution of Education for Experience:** For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: TSgt Brandon R. Roell

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Osborn: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 4013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement. DO NOT CALL HR in regards to board times/dates.**

HR will notify you if you are selected. Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Tamala A. Saylor, Lt Col, 181 CPTF/CC, Comm 812-877-5235