

**NATIONWIDE JOB OPPORTUNITY AIR NATIONAL GUARD ACTIVE GUARD/RESERVE
(AGR) JOB VACANCY**

**PUERTO RICO ARMY NATIONAL GUARD
Office of the Adjutant General
#100 General Esteves
SAN JUAN, PUERTO RICO 00901**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title: **Supervisory Financial Technician**
Announcement No: **16-38**
Opening Date: **15 October 2016**
Closing Date: **14 November 2016**
Minimum Grade Auth: **E-6**
Maximum Grade Auth: **E-7**
DUTY SSI/MOS/AFSC: **6F0X1 (Must possess 6F0X1 AFSC Skill level 7)**
Security Clearance: **SECRET**
Unit/Duty Location: **156th AW, Carolina, Puerto Rico**
Area of Consideration: **This vacancy announcement is open to current members of the Puerto Rico Air National Guard and those eligible to transfer to the Puerto Rico Air National Guard.**

2. **Qualification Requirements: Individual must possess a SECRET clearance prior to submitting package to HRO and provide documentation with application.** Must be medically and physically qualified under AFI 48-123 and meet fitness and weight standards under AFI 36-2905. Compliance with AFI 36-2903 is mandatory. Must meet eligibility criteria as prescribed in ANGI 36-101. Female applicants selected for AGR positions must be tested for pregnancy within 30 days preceding initial entry into the AGR program. Pregnancy precludes entry on AGR status.

3. Tour is Temporary indefinite IAW Section 2.8.3.1., AFI 36-101 / **until 25 Jun 2020**

4. **This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office.**

POSITION DESCRIPTION

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. Knowledge. 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. Will perform all other duties as assigned.

INITIAL ELIGIBILITY REQUIREMENTS

- 1. Must be a current member of the Puerto Rico Air National Guard or be eligible to transfer to the Puerto Rico Air National Guard.**
2. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
3. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Must meet any Special Requirements as specified on Position Description.
- 5. Must possess a 6F0X1 AFSC to be eligible to apply.**
6. Failure to obtain and maintain a **SECRET** security clearance will result in removal from the AGR program.
7. Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.

8. Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
9. Puerto Rico Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
10. **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
11. **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
12. Must not have been previously separated for cause from active duty.
13. **Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.**
14. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
15. IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**PUERTO RICO ARMY NATIONAL GUARD
Human Resources Office - AGR
#100 General Esteves Stop 3 1/2
San Juan, PR 00901**

The following forms and documents are required and must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms, applicants may attach additional documents such as DD Form 214, Completion of Training certificates, Letters of Recommendations/Endorsement, etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor.**

- **Cover letter**
- **Resume**
- **NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position dated 11 November 2013:** Form may be found using the following url: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm. Provide continuation paper as needed; **pay particular attention to Section IV and the requirement to fully explain "yes" answers; form must be signed and dated.** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Form must be signed and dated.**

- **Documented Current Fitness Test Results** dated within 12 months as of the closing date of the announcement.
- **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. **Must show ASVAB Test Scores and verification of security clearance level.**
- **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. **Active Duty Applicants: Submit the equivalent form of an AF 1613 or a Memorandum for Statement of Service.**
- **Last three EPRs:** If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.
- **SF 181:** Ethnicity and Race Identification Form
- **Over grade applicants must indicate in writing, willingness to be administratively reduced in grade when assigned to the position in application packet.**

NOTE: It is the responsibility of the individual Airman applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical.

SPECIAL REQUIREMENTS

- Ability to obtain and maintain a **SECRET** Security clearance.
- Must have knowledge of the organization and mission of the Air National Guard.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- **Applications must be received in HRO by close of business on the closing date of the announcement.**
- **Faxed/emailed applications will not be accepted except for deployed individuals.**
- Do not submit applications in file folders, binders, etc.
- Applications will not be returned.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Puerto Rico Army National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources office Point of Contact: MSG Soto, Reynaldo (787) 289-1466, SFC Martinez Gualberto (787) 289-1469 or SSG Baez Josean (787) 289-1471 / E-Mail: ng.pr.prarng.mbx.hro-agr-customer-service.mil@mail.mil

Position:

F2HB-

AGR Position-