

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR
1000 HALSEY AVENUE SE, BLDG 447, SUITE W-2105
CLAY NATIONAL GUARD CENTER
MARIETTA, GA 30060

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: HQ 2015-047

OPEN DATE: 18 JUN 2015

CLOSING DATE: 02 JUL 2015

POSITION:

FINANCIAL MGMT & COMPTROLLER CEM

UNIT / LOCATION:

GA ANG COMBAT READINESS CENTER (CRTC)
AIR DOMINANCE CENTER
GARDEN CITY, GA

AFSC: 6F000 (QUALIFICATION IN AND POSSESSION OF AFSC 6F091)
MINIMUM RANK / GRADE: SMSgt / E-8
MAXIMUM RANK / GRADE: CMSgt / E-9
MINIMUM ASVAB SCORE REQUIRED: G-57

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ON BOARD AGR MEMBERS ASSIGNED TO THE GA ANG CRTC (AIR DOMINANCE CENTER).

IAW ANGI 36-2101, PARA 2.20, APPLICANTS FOR E-8 POSITIONS, MUST HAVE THE ABILITY TO COMPLETE THE SNCOA WITHIN 36 MONTHS OF ASSIGNMENT.

PROMOTION CONTINGENT UPON AVAILABILITY OF CONTROL GRADE.

SPECIAL NOTES: WITH THE EXCEPTION OF A RESUME OR SNCOA CERTIFICATE OF COMPLETION, ANY ADDITIONAL DOCUMENTATION NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, LETTERS OF RECOMMENDATION, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTATION LISTED ON THE ANNOUNCEMENT.

All Applicants must scan / submit via email the following documents in the order that they are listed:

- NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on the form.
- Current Report of Individual Personnel (RIP)**, RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).

BRIEF DESCRIPTION OF DUTIES

This position supervises the Air Dominance Center's Command Support Staff (CSS) to include the Finance Section, administrative staff, State workers and Contract employees. Provides technical and administrative expertise in all areas within CSS purview. Manages an annual Operations and Management (O & M) Budget in excess of five million dollars and briefs Commander on budget execution. Works directly with NGB A3A for the management of all funding for days and dollars. Works directly with NGB A30Y's Regional Exercise (REX) team for coordination of assets to coordinate and conduct Large Force Exercises for 4th and 5th Generation Fighters operating at Savannah's Air Dominance Center. Provides oversight and management of funds generated through credit card system reimbursements. Coordinates efforts with 165 AW Civil Engineering Squadron for work orders and contracts, to include the management of funds involved. Works as a Contracting Officer Representative (COR) to evaluate unit needs, submit work orders, develop statements of work, and provides oversight to project completion. Works with all U.S. military branches, units and personnel to resolve complex financial issues such as MIPR's, MORDS,

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and Form 9's ETC to accomplish unit mission requirements. Requires a high level of ability and experience, working in a number of complex financial systems needed to complete tasks required. Initiates requests for filling unit vacancies and participates in the selection of personnel. Complies with Equal Employment Opportunity (EEO) & Labor Management Relations policies in regards to staff hiring and personnel issues in the unit. Approves and disapproves leave. Prepares formal request and recommendations for promotions, reassignments, incentive awards and disciplinary actions for unit personnel under his/her purview.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

- A. Knowledge of the USAF and ANG Financial Guidance
- B. Knowledge of Financial Management Systems to conduct jobs as assigned
- C. Ability and experience in the Integrated Engineering Management System (IEMS) for Jobs/Contracts assigned within the Civil Engineering Squadron
- D. Ability to supervise and coordinate work assignments and details for all personnel under supervision
- E. Knowledge and expertise as a Contracting Officer Representative
- F. Strong written and verbal communication skills are required. Applicant must demonstrate ability to perform briefings to all command levels, and write effective supervisor appraisals
- G. Ability to coordinate with other units and agencies within the Guard, Active Duty and DOD
- H. Experience and knowledge in the Epitome Software program for lodging, reimbursement, and validation
- I. Experience and ability to oversee budget for Air Dominance Center, an all Cost Centers included
- J. Ability and knowledge in the Air Force Training Record System to document as well as conduct and schedule training for all assigned personnel

AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to AFSC: 6F000 at the CRTC/Air Dominance Center in Garden City, GA. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only), the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

QUALIFICATION REQUIREMENTS:

- Member must possess the required AFSC: 6F000 or meet qualification requirements IAW ANGI 36-101, the Air Force Enlisted Classification Directory (AFECD), and Attachment 4, Mandatory AFSC Entry Requirements of the AFECD.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

OTHER REQUIREMENTS:

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
 - Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
 - A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
 - Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
 - Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
 - Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
 - Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
 - Member must have sufficient retainability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Scan documents as one file in the order listed on page one (.pdf and .tif file format only).
- Limit file size to less than 3MB (1MB or less is ideal).
- Place only the following information in the subject line of your email: Announcement Number, Last Name, First Name (i.e. 12-030, Doe, Jane).
- **Hard-copy and faxed applications will not be accepted.**

**Email applications to: ng.ga.gaang.list.ngga-hro-agr-jobs@mail.mil
Applications must be received by midnight on the day of closing**