

## HAWAII AIR NATIONAL GUARD

### \*\* ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT\*\*

**Application Opening Date:**

10 JULY 2019

**Application Closing Date:**

25 JULY 2019

**Position Number:**

FY 19-119

**Duty Position:**

Financial Mgmt Technician

**Grade Min. / Max.:**

E6-E7 (E5 Promotable to E6)

**Duty AFSC:**

6FOX1

**Duty Location:**

154 WG/CPTF  
360 Mamala Bay Drive  
JBPH-H, HI 96853

**Selecting Official:** SMSgt Michael Robertson

**Point of Contact:** MSgt Shane Gaines

**Comm:** 808-672-1235

**Who May Apply:** Open to all military branches in the state of Hawaii with 6FOX1 AFSC or equivalent. Must have Secret Clearance. PCS Not authorized this is a local only advertisement. PCS entitlements payable upon final separation of active duty are authorized based on other guidance.

**Qualifications, Duties and Responsibilities:**

**Classification Directory AFECD & AFOCD - (accessed from a .mil computer)**

<https://mypers.af.mil/app/categories/c/1363/p/13>

**Additional Duties and Responsibilities:**

- (1) Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Balances all Program Managers' accounts with the federal database of record.
- (2) Performs in-depth analysis on complicated pay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems. Develops variations in approaches to fit specific problems or deals with incomplete, unreliable or conflicting data in the process of work performance in order to validate transactions and resolve inconsistencies.
- (3) Analyzes particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and, applies pertinent Fiscal Laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Performs research on many different and unrelated processes and methods relating to financial transactions for analysis of complex and unusual financial transactions. Analyzes results, applies personal initiative and judgment to make recommendations, which may result in changing guidelines affecting internal, state, and National Guard Bureau (NGB) level processes and procedures.
- (4) Analyzes and resolves tax processing problems based on airmen inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collection. Ensures complex tax issues involving tax documents, Do It Yourself (DITY) moves, and Relocation Income Tax Allowance (RITA) payments, are accomplished accurately and timely.

(5) Interprets data to identify problems, determines nature of the problem or issue, decides approaches to resolve issues, and recommends solutions for systemic changes to enhance operations. Uses independent judgment to reconstruct incomplete files and accounts; devises more efficient methods for procedural processing, gathers and organizes information for inquiries, or resolves problems referred by others. Interprets user requirements in order to design new ad hoc reports or modifications of standard financial and management systems. Seeks positive results from regulatory, system, or force structure changes.

(6) Incumbent researches, interprets, analyzes, and applies regulations, policies, procedures, and legal decisions to work and/or resolve complex fiscal issues/problems regardless of the technical difficulties encountered. Uses originality to sort complicated factual information regarding public law, Fiscal Law, Department of Defense (DoD), Department of the Air Force, National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations, Standard Operating Procedures, Comptroller General Decisions, and policies/issuances to apply a variety of methods and execute the full range of financial management services.

(7) Performs or conducts research, investigates and solves problems involving discrepancy reconciliations of (Electronic Funds Transfer rejects, pay/personnel or travel mismatches) to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due. Sorts complicated factual information and applies a variety of financial methods to resolve issues. Makes independent decisions regarding processes involving unusual circumstances or conditions. Develops variations in approaches to fit specific functions while often encountering incomplete, unreliable or conflicting data in the process of work performance. Applies accounting methods, procedures, and techniques to conduct difficult and in-depth analysis. Validates transactions and performs research to resolve inconsistencies.

(8) Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; for example, Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Defense MilPay Office (DMO), Reserve Travel System (RTS), Air Reserve Order Writing System (AROWS), and Defense Travel System (DTS)). Applies a series of different and unrelated methods, processes, and techniques involving established financial management systems. Analyzes and develops a variety of new or established techniques and methods to evaluate alternatives and arrive at decisions, conclusions, and recommendations that enhance operations.

(9) Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 Active Duty; Title 32 Inactive Duty for Training, Annual Training, Active Duty for Training, Active Guard and Reserve, and Active Duty for Operational Support (ADOS). Executes unique and special pay and entitlement actions in order to provide the appropriate entitlements, such as Base Pay, Basic Allowance, Housing, Basic Allowance, Hazardous Duty Pay, Hostile Fire Pay, Combat Zone Tax Exclusion, Special Duty Assignment Pay, Student Loan Repayment Program, Incentive Pay, Invitational Travel Authorization, Jury Duty, Child Support, Wage Garnishments, Allotments, Survivor Benefits, and other monetary incentives such as, Jump Pay, Medical Pay, Flight Pay, and Foreign Language Proficiency Pay.

(10) Analyzes and processes transactions directly with U.S. Treasury and local financial institutions to ensure credits and collections are accomplished in a timely manner in accordance with law, regulation and policy.

(11) Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes while protecting historical data. Ensures accuracy of modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out-of-service debts or other actions involving complicated adjustments. Uses different procedures, as transactions are not completely standardized, or transactions are interrelated with other systems, that require coordination with other personnel or staff, both internal and external to the organization. Determines appropriate travel entitlements for multiple duty statuses and situations including Temporary Duty (TDY), local travel, and Permanent Change of Station (PCS).

(12) Determines appropriate payments to vendors by applying Prompt Payment Act, tax law, contract law, account code structure, invoice processes, and Grants and Cooperative Agreement regulations and guidelines.

(13) Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances.

(14) Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports.

(15) Responds to requests for assistance/information from multiple sources, to include airmen, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors. Trains customers on pay and travel entitlements and associated systems, processes and reports. Applies principles and practices involving data protected under the Privacy Act.

(16) Performs other duties as assigned

**FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.**

**REQUIRED DOCUMENTS:**

**1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.**

**\*YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

**34-1: <http://www.ngbpdcc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>**

\*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **\*\* Application must be signed \*\***

**2.** Current & complete Report on Individual Personnel (RIP) printout from virtual MPF

**3.** Most recent copy of current passing fitness assessment

**4.** Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2502, Paragraph 11.1.2.4.1.1.2. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.

**5.** Additional Documents Recommended, but NOT REQUIRED: OPRs/EPRs, RESUME, Letter of Recommendations

Forward application and attachments to:

Inquiries Call: (808) 672-1235

**Applications are required to emailed to:** [ng.hi.hiarnng.mbx.ngbi-hro-agr1@mail.mil](mailto:ng.hi.hiarnng.mbx.ngbi-hro-agr1@mail.mil)

**Applications must submit through AMRDEC or a DOD government computer and any applications received**

**after 24:00 of close date are returned without action.**

**NOTE:** Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

## **Equal Opportunity/ Basic Eligibility Requirements:**

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.