



District of Columbia Air National Guard

AGR Announcement

23-115



Modified to close 31 March 2023, open to Group III

APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@us.af.mil	OPENING DATE: 15 February 2023	CLOSING DATE: 31 March 2023
	Position Title: Military Pay Technician Max Grade: SSgt (E5) Min Grade: Amn (E2) AFSC: Any, Member must retrain to 6F0X1. Member must score a 57 or above in the "G" category of the ASVAB.	
	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	
Position Location: 113th Comptroller Flight Joint Base Andrews, MD	AREA OF CONSIDERATION: GROUP III All members eligible for entry into DCANG	
INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.		
<p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpcdc.ngb.army.mil/ngbforms/ 2.) Copies of the last five EPRs. 3.) Resume (<i>any format</i>). 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. <p>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 19-300 – SSGT DOE, JOHN A Email subject will be in the same format.</p>		
Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.		
Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. 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 in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpcdc.ngb.army.mil/publications.htm		



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 23-115
Position: Military Pay Technician
Brief Description of Duties: 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. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership. May rotate and perform duties in Budget, Accounting, Military Pay or Quality Assurance. Performs other duties as required. May perform supervisory duties.
Qualifications: <ol style="list-style-type: none">1. Must be able to retain a SECRET security clearance.2. AFSC: Any, Member must retrain into 6F0X1. Member must score a 57 or above in the “G” category of ASVAB
Eligibility Requirements: <ol style="list-style-type: none">1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.3. Must meet all eligibility requirements in accordance with ANGI 36-101.
AGR Employment Points of Contact: Air AGR NCOIC: MSgt Victoria McNamara, victoria.mcnamara@us.af.mil / 202-685-8813 (DSN 325-8813) AGR Manager: CMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925)