



# District of Columbia Air National Guard

## AGR Announcement

### 19-385



<b>APPLICATION MUST BE FORWARDED TO:</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b> <b><a href="mailto:NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL">NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</a></b>	<b>OPENING DATE:</b> 13 June 2019	<b>CLOSING DATE:</b> 15 July 2019
	<b>Position Title:</b> Travel Pay Lead <b>Max Grade:</b> MSgt (E7) <b>Min Grade:</b> TSgt (E6) (Promotable) <b>Must be AFSC:</b> 6F0X1	
<b>Position Location:</b> 113th Comptroller Flight Joint Base Andrews, MD	<b>Appointment Status</b> [ X ] Enlisted [ ] Officer	
	<b>AREA OF CONSIDERATION: GROUP III</b> <b>All individuals eligible for entry into the DCANG</b>	
<b>INSTRUCTIONS FOR APPLYING:</b> This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically.</b> <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b>		
<b>AGR REQUIRED DOCUMENTS:</b> <ol style="list-style-type: none"><li>1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. <a href="https://www.ngbpdcc.ngb.army.mil/ngbforms/">https://www.ngbpdcc.ngb.army.mil/ngbforms/</a></li><li>2.) Copies of the last five EPRs.</li><li>3.) Resume (<i>any format</i>).</li><li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li><li>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.</li><li>6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>).</li><li>7.) Letter(s) of recommendation (<i>optional</i>).</li><li>8.) If missing documents, memo to board president required stating reason why documents are missing.</li></ol>		
<b>*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</b> Email subject will be in the same format.		
<b>Conditions of Employment:</b> <b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <b>Electronic Funds Transfer:</b> 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.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> 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.		
<b>Equal Employment Opportunity:</b> 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. <a href="http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdcc.ngb.army.mil/publications.htm">http://www.ngbpdcc.ngb.army.mil/publications.htm</a>		



# 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:** 19-385

**Position:** Travel Pay Lead

**Brief Description of Duties:** Provides financial decision support, services, and resources to support the Air Force's war-fighting mission. Performs, supervises, manages and directs financial management activities both at home station and deployed locations. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes budget execution plans. Performs audits and implements fraud prevention measures. 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. May perform supervisory duties. Performs other duties as required.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC Qualified. AFSC: 6F0X1

**Eligibility Requirements:**

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:**

HR Specialist: SSgt Shailah Florvil, [Shailah.Florvil.mil@mail.mil](mailto:Shailah.Florvil.mil@mail.mil) /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, [Adrienne.L.Wilson.mil@mail.mil](mailto:Adrienne.L.Wilson.mil@mail.mil) /202-685-9925 (DSN 325-9925)