

# Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

<b>Announcement Number:</b>	17-014
<b>Date of announcement:</b>	18 November 2016
<b>Closing Date:</b>	9 December 2016 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
<b>Start Date No Later Than:</b>	1 February 2017
<b>Position Description &amp; #:</b>	Financial Services
<b>Duty Location:</b>	USPFO, JFHQ, Carson City, NV 89701
<b>Unit/UIC/Para/ Line Number:</b>	ARNG Staff Elemt, JFHQ / W8AQAA /TDB
<b>Area of Consideration:</b>	<b>Statewide; Current members of the Nevada Army National Guard</b>
<b>Grade:</b>	Enlisted, AGR Min E4/SPC- Max E6/SSG
<b>MOS:</b>	<b>36B Preferred but not required, must become 36B qualified MOSQ within 1 year from hire date.</b>
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	SMSGt Joseph Henle at (775) 887-7391 /DSN 530-7391 <a href="mailto:joseph.a.henle.mil@mail.mil">joseph.a.henle.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	COL Devine at (775) 887-7804 DSN 530-7804 or at <a href="mailto:mary.l.devine4.mil@mail.mil">mary.l.devine4.mil@mail.mil</a>
<b>NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty, Technicians or Traditional Soldiers (M Day) may apply.</b>	

17-014

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST  
WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO  
BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with signature (Available on NGB Forms)  
[http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Biographical Sketch, IAW NGR 600-200
3. Initial Physical:
  - Current MEDPROS printout within 30 days of application (Available on AKO)  
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
  - Medical documents which indicates a Permanent Profile higher than a "1" in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. Initial Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.
6. Initial Photograph: Updated, matches validated ERB.
  - Official Military Photo in Army Service Uniform. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
7. Initial Last five DA Form 2166-9-1 (NCOER). Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NOCERs.
8. Initial Validated copy of ERB
9. Initial Copy of current DA Form 705 (Army Physical Fitness Test Scorecard) with minimum of the last three years of record scores.
  - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, "FOR RECORD GO". Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
10. Initial Retirement Points History Statement (RPAS) dated within 30 days.

11. Initial Personnel Qualification Record (PQR) dated within 30 days.
12. Initial Current security clearance memo from security manager- must have NACL Secret or be eligible to obtain Secret.
13. Initial DD 1966-1 or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores.
14. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
15. Initial All DD Form 214 (s), DD Form 215 (s), DD Form 220 (s) and NGB Form 22 (s) covering any active duty period. **(DD 214 copy must include bottom portion that identifies Separation Code).**
16. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
17. Initial Copy of valid Civilian and Military Drivers Licenses.
18. Initial Applicants email address: \_\_\_\_\_ You will be contacted by email or phone for interviews.

**Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will be returned without consideration.**

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:  
Nevada Military Department,  
ATTN: HRO AGR Branch NGNV-HR-AG,  
2460 Fairview Drive, Carson City Nevada 89701-5502.  
With HRO permission deployed Soldiers can submit application via email

**All applications must be received in HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.**

## PRIMARY DUTIES AND RESPONSIBILITIES:

### **Major Duties:**

The financial management technician performs duties specific to the following financial management processes: budgeting, disbursing, and accounting for government funds; payment for travel and commercial vendor services; pay support of Soldiers, DoD Civilians and contractors; and internal control operations. Duties for MOS 36B at each level of skill are:

(1) *MOSC 36B10*. Financial management technician receives and posts funding, commitment and obligation documents to accounting and budget systems. Applies the basics of Fiscal Law, Accounts Payable, and Army Comptroller principles in the execution of job requirements. Exercises basic knowledge of General Fund Enterprise Business System. Receives and processes treasury checks for payment. Maintains disbursing files and prepares periodic financial reports. Receives, reviews, prepares and computes travel vouchers. Receives, reviews, and processes pay documents. Receives and reviews contracts, invoices and receiving reports. Prepares payment vouchers in accordance with various government regulations. Performs duties as cashier and conducts Financial Management Support Team operations.

(2) *MOSC 36B20*. Financial management technician performs the duties shown in the preceding level of skill. Verifies accuracy of commitment registers, accounting documents and databases such as Operation Data Store (ODS), Logistics Information Warehouse (LIW), ITS.gov, Computerized Accounts Payable System (CAPS), and Deployable Disbursing System (DDS), as well as Planning Programming Budget Execution (PPBE) process, disbursing reports and documents, travel vouchers, vendor payments, and pay documents. Exercises the principles within Deployed Operations Resource Management and demonstrates familiarity with Enhanced Defense Financial Management processes and the Principles of Cost Analysis and Management. Plans, prepares and leads Financial Management Support Team operations.

(3) *MOSC 36B30*. Senior financial management technician performs the duties shown in the preceding level of skill. Supervises and prepares training to support accounting, disbursing, budget, travel, military pay, internal control, and vendor services operations. Certifies accuracy of accounting, budget, travel, pay, disbursing and vendor pay documents. Exercises routine knowledge of Resource Management and Budget, Cost Management, Audit Readiness, and Army Comptroller duties and responsibilities. Performs internal control inspections in compliance with various government and Financial Management regulations.

## MOS QUALIFICATION REQUIREMENTS:

**36B, Preferred but not required must be eligible to become 36B, and complete MOSQ within 1 year from hire date.**

Must complete all required training within 12 months from hire date. Failure to complete formal training within 12 months will result in removal from the AGR program.

Physical demands rating and qualifications for initial award of MOS. Financial management technicians must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323321.
- (3) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.
- (4) Qualifying scores.

(a) A minimum score of 105 in aptitude area CL on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 103 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 101 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles.

(5) No record of conviction of any crime involving moral turpitude.

(6) No record of any information that might adversely reflect against the character, honesty, or integrity of the Soldier.

(7) Formal training (completion of MOS 36B course conducted under the auspices of the U. S. Army Financial Management School) required.

*c. Additional skill identifiers. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).*

*d. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables,*

*(1) Table 10-36B-1. Physical requirements.*

*(2) Table 10-36B-2. MTOE.*

*(3) Table 10-36B-3. Standards of grade TDA.*

#### **ADDITIONAL REQUIREMENTS:**

#### **Security Clearance**

#### **MINIMUM ELIGIBILITY CRITERIA:**

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government.

#### **THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.