Texas Air National Guard
Air Active Guard Reserve (AGR) Vacancy

Announcement Number: **AGR-18-37**

Open Period: **09 August 2017 to 18 August 2017** ***(This is a 10 day announcement)***

Open Areas of Consideration: **Nationwide**
This vacancy announcement is open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard.

Appointment Factors: **Open to SSgt/E-5 NTE MSgt/E-7**

Position Information:
Title: UDM – Plans & Resources, 149 MOF (Budget)
Grade: MSgt/E-7
DAFSC: 8U000 (SDI)
Position #/s: (0148) 0072852734
Unit/Duty Location: 149 MOF, JBSA Lackland, San Antonio, TX
Funding Availability: AGR Funded effective 01-Oct-17

Concurrently Advertised: **N/A**

SUMMARY

Specialty Summary. This position is located in the Maintenance Group of an Air National Guard (ANG) flying Wing. This is an Air National Guard (ANG) Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to evaluate and manage the Wing's Aviation Petroleum, Oil & Lubrication (AVPOL) program; serves as the Wing Refueling Document Control Officer (WRDCO); manages all aspects of the Unit's Flying Hour Program funds; and provides support to the supply functions within the Group. Formulates and consolidates budget inputs, trend analysis, and execution evaluations of all Maintenance Group funding requirements.

Duties and Responsibilities:

- Serves as the primary point of contact for unit Aviation Petroleum, Oil, and Lubricants (AVPOL) program. Monitors AVPOL consumption to determine the rate of usage against command standards. Ensures the accuracy of billing conducted within the scope of the AVPOL program IAW AFI 11-253, Managing Off-Station Purchases of Aviation Fuel and Ground Services. Reconciles Defense Energy Support Center (DESC) interfund-billing/AIR Card® transactions with the AVPOL Data Management System. Researches and resolves erroneous interfund billing issues. Inspects and audits AVPOL documentation. Prepares and submits monthly AVPOL reconciliation reports to NGB/A4PY to ensure accurate accountability of all ANG AVPOL funding. Monitors Ground Service charges to assigned aircraft by mission/design/series (MDS) and serves as the wing point of contact for the AIR Card®. Prepares AIR Card® funding estimates and Miscellaneous Obligation Reimbursement Documents (MORD). Reviews higher headquarters (HHQ) reports and/or audit requests. Responds/validates expenditures to ensure that flying hour funding obligations are properly recorded. Work with NGB/A4 staff on all issues pertaining to flying hour funding. Serves as the base level single point of contact to ensure propriety of all expenditures obligated against Flying Hour funding sources. Monitors and validates obligations and expenditures against the centralized Flying Hour funds accounts. Manages the Fly GPC account to ensure only appropriate charges are made with the card and that obligation rates do not exceed the annual Fly GPC funding allocation from NGB.
- Identifies and validates requisitions from base organizations for the non-stock listed, sole source or technical order (T.O.) directed flying hour goods or services. Routinely coordinates with the Base Contracting Office, National Guard Bureau (NGB), DOD Logistics Centers and commercial sources to identify the source of supply being most advantageous to the Government. Coordinates the movement of assets to and from Wing maintenance organizations. Maintains a continuous dialogue with managers from Maintenance Production, Life Support, Maintenance Group, Operations Group, Logistics Readiness Squadron and Comptroller Flight in order to provide objective data and analysis for production and management decisions. Evaluates historical trends and consumption patterns to ensure the following are prevented: requisition assets in excess of need or authorizations, turn in unserviceable assets without appropriate fault isolation/local repair activities being performed, and cannibalize assets prior to turn in to base supply or retention of carcasses.
- Consolidates annual maintenance operating budgets for incorporation into the overall Wing's annual financial plan. Performs in-depth analysis of financial plan for all Maintenance Group production squadrons, flights, and sections. Evaluates trends and operating costs which are used in projecting future obligations. Performs analysis of completeness, accuracy, and reasonableness of all Maintenance Group operating budgetary information. Develops/issues guidance and coordinates with Maintenance Production Squadron Chiefs in the development of

quarterly and annual maintenance operating budget and budget estimates. Reviews, edits and consolidates maintenance operating budget estimates to ensure compliance with rules, regulations, and procedures. Prepares/edits narrative justifications for projected funding needs and submits to the Wing Budget Office. Reviews annual funding allocations received from the Wing Budget Office in conjunction with all Maintenance Group quarterly funding needs to ensure funding allocations are adequate to meet all projected requirements. Performs in-depth analysis of funding shortfalls and develops recommended programming changes/modifications to be presented to the Group Commander for approval. Prepares, justifies, and submits unfunded and un-programmed requirements through the Maintenance Group Commander to the Financial Management Board. Performs in-depth analysis of maintenance operating budget requests received from the Maintenance Production supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Develops recommendations for budgetary adjustments to support unanticipated changes in program operations or funding. Adjusts budgetary estimates and reprogram funds to accommodate unstable program operations in the maintenance production squadrons. Monitors the use and rate of expenditure of all group operating funds through continuous dialogue with all squadron chiefs and review of written documents and records. Develops, performs and monitors internal control programs and procedures to identify potential over or under obligations of maintenance operating funds. Provides input/recommendations of internal control adjustments to the Maintenance Group Commander and Wing Budget Office. Gathers and performs analysis of budgetary data to prepare a variety of recurring and nonrecurring maintenance operating budget related reports required by the Wing Budget Office, National Guard Bureau (NGB), Major Commands (MAJCOM), or Air Force maintenance and funding offices. Applies accounting principles ensuring that all ledgers and documents are properly reconciled. Responsible for monthly and quarterly input of reports to the Wing Budget Analyst, ensuring the accuracy of combined reports to higher headquarters.

- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS

- ***For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory*; Must know Budget Management Analysis**
- Education. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.
- Training. For retention of this SDI, completion of the AF Unit Deployment Manager Course and certification by the organization's host Installation Deployment Readiness Cell in core tasks is mandatory.
- For entry and retention of this SDI:
    - No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems.
    - No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.
    - Never been convicted by a general, special, or summary courts-martial.
    - Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.
    - Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.
        - *NOTE*: Categories of offenses are described and listed in AFI 36-2002, Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses.
- Specialty requires routine access to Secret material or similar environment. For award and retention of this SDI, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. 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 the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: - Incomplete/expired paperwork will NOT be considered!

1. **Required**: **NGB Form 34-1**, ***Application for Active Guard/Reserve (AGR) Position*, *dated 11NOV2013***; *previous versions are obsolete.* Announcement number & position title must be annotated on the form. **(i.e. "AGR-17-XX")**
2. **Required**: **Current Report of Individual Person (RIP), within the last 30 days.** For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx (RIP must show your ASVAB scores and awarded AFSCs). RIPs must be no more than *30* calendar days old.
3. **Required**: **Current Report of Individual Fitness Assessment, within the last 12 months.** Selectee *must meet the minimum requirements for each fitness component* in addition to an *overall composite of 75 or higher* for entry into the AGR program. ******For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. **Required**, *if applicable*: A signed memo to willingly take a demotion; for enlisted members, higher ranking to the appointment factors.
5. **Optional:** DD214s, EPRs/OPRs, Resume, letters of recommendation
6. **Optional:** Current Preventative Health Assessment (PHA)/physical qualification status:
   - Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They 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 an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.
   - Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: ***ng.tx.txarng.list.hro-agr-air@mail.mil*** **no later than 2359 Central Time** on the closeout date of the job announcement. Applications *must* be complete upon initial submission in one single PDF package, emailed with the proper naming convention of Last Name-Announcement number **(i.e. Last Name-AGR-17-XX)** in the subject line. Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII)*; such as SSN, DOB, home/mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference*. Copies of official transcripts will be accepted (see if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory requirements, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT *10 days after* the announcement *close date*. **If you need to update a previously submitted package**, and it is before the closeout date, you *must* send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format **(i.e. "Update Last Name-AGR-17-XX")**

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.