



ALASKA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 5800
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5800

ANNOUNCEMENT NUMBER: 24-072 DATE: 07 Nov 24 CLOSING DATE: 06 Dec 24
POSITION TITLE: FINANCIAL MANAGEMENT TECHNICIAN ***One Time Occasional Tour (OTOT)***
MOS/AOC: 36B
PARA: XX / LINE: XX
MAXIMUM AUTHORIZED MILITARY GRADE: E6
SELECTING SUPERVISOR: LTC Joseph Leppert

APPOINTMENT FACTORS: OFFICER() WARRANT OFFICER () ENLISTED (X)

LOCATION OF POSITION:
W964 0038 TRP TROOP CMD, 49000 DAVIS HIGHWAY JOINT BASE ELMENDORF

WHO MAY APPLY:
Must be a current member of the AK National Guard within the grade(s) of E4 and E6.

AREA OF CONSIDERATION: Open to members within the grades E4 to E6

BRIEF JOB DESCRIPTION:
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. 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.

INITIAL ELIGIBILITY CRITERIA:

Applicants must meet ALL initial eligibility requirements to become a member of the Active Guard Reserve (AGR) Program, outlined in NGR 600-5 and AR 135-18, Page 3, Table 2-1. Individuals who have been separated from other military services for cause, unsuitability or unfitness for military service are not eligible to enter the AGR program without an approved waiver (If applicable). Soldiers during their initial tour, OPLB/EPLP reassignment, or rehires will not be considered for an AGR open announcement within the first 18 months without an exception to policy (ETP) with the exception of Inspector General NCOIC, Aide-de-Camp, TAG XO, Assistant Professor of Military Science (AMPS), and APMS NCOIC announcements.

- 1. Must hold a valid security clearance: SECRET
2. Physical Profile: PULHES requirement of 323321
3. Aptitude Requirement: A minimum score of 101 in aptitude area CL on ASVAB

Additional eligibility requirements which are unique to this position:

Completion of a four week resident course of instruction for MOS 36B, Finance Technician Course in February 2025.
Be advised, this position is only being offered as a One Time Occasional Tour (OTOT).

PREFERRED QUALIFICATIONS:

Holds 36B MOS

SPECIAL ANNOUNCEMENT CRITERIA:

If selected for this position, be advised that you may lose your military signing bonus if payment has not been completed and you may lose some of your G.I Bill benefits if currently in use. If selected for this position approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) evaluation may be required. Continuation beyond Initial 3 year tour will be subject to evaluation based on AGR Subsequent Tour Continuation Board. If applicable, selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination from the AGR program. Extension past 12 months will only be considered if the delay is through no fault of the selectee. There is a three year Mandatory Service Obligation for accepting a position with Ground-based Midcourse Defense (GMD) or Civil Support Team (CST).

INSTRUCTIONS FOR APPLYING:

The documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

1. NGB 23; RPAM Statement (Must be within six months old) National Guard Only
2. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. *** Print the 1 page IMR report, not the webpage screen or medical questionnaire.
3. Resume (Please include personal and military email)
4. NGB 34-1 Application (Unsigned applications will not be accepted)
5. Copy of Soldier Record Brief (Must be within 6 months)
6. Last five Evaluations Reports (if applicable)
7. Statement of all active service performed-ALL DD220, DD214 and any accompanying DD215 as applicable
8. DA Form 705-Test: ACFT Scorecard (Must show a passing score within 6 months of application)
9. Valid State Drivers License.
10. Any documents pertaining to Additional Eligibility requirements
11. Any documents pertaining to preferred qualifications

ADDITIONAL INSTRUCTIONS FOR APPLYING:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the listed documents through FTSMCS Jobs. To access the FTSMCS Jobs Application, click on the following: <https://ftsmcs.ngb.army.mil/> ⇒ Applications Toolbar ⇒ ARNG-HRA ⇒ Jobs ⇒ Apply for a Position. No other method of submission will be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Complete applications must be received in HRO-AGR office no later than 2359 of the closing date. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the complete application package must include all documents listed above. All documents are required by the Human Resource Office to determine qualifications. If the requested documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

CONTACT INFORMATION:

Staffing and Accessions

COMM: (907) 428-6142

EMAIL: ng.ak.akarmg.mbx.agr-team@army.mil

EQUAL OPPORTUNITY:

The Alaska National Guard is an Equal Opportunity Employer. It is policy of the AKNG to provide a discrimination-free environment for all employees and applicants for employment. Equal Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Opportunity. Acts of unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), sexual harassment, or reprisal based upon participation in an EO matter will not be tolerated in the AKNG.