



# OREGON AIR NATIONAL GUARD



Oregon Military Department  
NGOR-AC/AGR  
P.O. Box 14350  
Salem, Oregon 97309-5047

## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF26-538

### POSITION INFORMATION

<u>Open Date:</u>	26-Jan-2026
<u>Close Date:</u>	26-Feb-2026
<u>Position Title:</u>	Financial Analyst
<u>Unit:</u>	173d Comptroller Flight
<u>Location:</u>	Kingsley Field, ORANG
<u>DAFSC</u>	6F071
<u>Minimum Required Skill Level</u>	7
<u>UMD Position Number</u> *	0112415834
<u>Maximum Rank/Grade</u> **	MSgt
<u>Minimum Rank/Grade:</u>	TSgt
<u>Projected Start Date:</u>	1 March 2026
<u>Cross-Training Opportunity:</u>	No
<u>Additional Requirements:</u>	FM Certification Level 1

### WHO MAY APPLY FOR THIS POSITION:

All Current Members of The Oregon Air National Guard and Those Eligible for Membership in the Oregon Air National Guard

### AREAS OF CONSIDERATION:

Area 1: Current Permanent Full-Time and Traditional Members of The Oregon Air National Guard

Area 2: Those Eligible for Membership in the Oregon Air National Guard

### FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

Section/ Shop Supervisor: Major Thomas Eichelkraut, 541-885-6329

HR Liaison: Meghan McMackin, 541-880-2440 or SMSgt Melissa Wohlers, 541-885-6580

\*Vacancy And Grade Contingent on Resource Availability

\*\*Promotion To the Highest Grade May Not Be Supported by The Units Manning Authorizations

## ELIGIBILITY AND ENTRY REQUIREMENTS INTO THE AGR PROGRAM

- Member Must Meet All Eligibility Criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member Will Be Required to Hold a Compatible Military Assignment in The Unit They Are Hired to Support.
- Member's Military Grade Will Not Exceed the Maximum Military Duty Grade Authorized on The Unit Manning Document (UMD) For the Position.
- Member Must Meet the Physical Qualifications Outlined in DAFMAN 48-123, Medical Examination and Standards, Attachment 2 Before Being Placed on An AGR Tour.
- Member Must Have Retainability to Complete the Tour of Military Duty.
- Member Must Not Be Eligible for Or Receiving a Federal Retirement Annuity.
- Member Must Comply with Standards Outlined in DAFMAN 36-2905, Fitness Program to Be Eligible for Entry into The AGR Program.
- Member Must Hold Required AFSC Or Be Eligible for Retraining (If Applicable) And Meet All Eligibility Criteria In AFECD/AFOCD

## ADDITIONAL INFORMATION

- AGR Members Will Participate with Their Unit of Assignment During Regular Scheduled Drill (RSD).
- AGR Tour Lengths in The State of Oregon Are Governed by Director of Staff - Air
- Initial AGR Tours In Oregon Will Not Exceed 3 Years; Follow-On Tours Will Be From 1 To 6 Years, Per ANGI 36-101 And Orang Force Management Policy
- Selectee Will Be Required to Participate in The Direct Deposit Electronics Funds Transfer Program.
- A Law Enforcement Background Check May Be Required Prior To Appointment to This Position; By Submitting a Resume or Application for This Position, You Authorize This Agency to Accomplish This Background Check.
- AGR Service in The Oregon Air National Guard Is Governed by Applicable AFI, ANGI, Selective Retention Review Boards (SRRB) And Command Policy Memorandums (CPM)

## SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

You **MUST** submit **ALL** required documents IAW this announcement. Written explanation is required for any missing documents. All applicants are strongly encouraged to thoroughly review all application procedures prior to contacting ORANG/HR and especially prior to submitting your application. Applications will not be accepted after the close date listed on this announcement.

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 Nov 2013**
  - NGB FORM 34-1: <https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
  - Application must be completely filled out
  - Type or Print in Legible Dark Ink, Sign, and Date the application OR Digitally Sign
- **Current Report of Individual Personnel (RIP)**
  - RIP must show ASVAB Scores
  - Skill level commensurate with grade
- **Fitness Report**
  - Current, Passing score at time of submission and through announcement close date
  - Form 469 is required for exemptions on most recent fitness assessment even if expired
- **Official AF Form 422 current within 12 months only if Cross-Training Opportunity is applicable**
- **Additional Required Documents:**
  - Official AF Bio
  - Last 3 EPB/ OPBs
  - Letter of Recommendation

## APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to: [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil)**
- **E-Mail Subject Line should be the Announcement Number and Last Name **ONLY** (Example: AF24-XXX - Doe)**
- All documents should be consolidated into a SINGLE PDF, in the order listed above
  - File Name will be: Announcement number and Last Name (Example: AF24-999 - Doe)
  - Documents not combined will be attached and labeled with the same naming convention (AF24-999 - Doe - 1)
  - Do not use the Portfolio feature
- Limit file size to less than 5MB

**OREGON ANG JOB OPPORTUNITIES** (<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>)**TECHNICIAN POSITION VACANCY ANNOUNCEMENTS** (<https://www.usajobs.gov/Search/Results?l=Oregon&d=AF&k=&p=1>)**Technician Vacancy Announcement Number**

N/A

**DESCRIPTION OF DUTIES**

\*\*\*This is a Title 32 National Guard Employee position description which requires Military Membership\*\*\*

Released as part of PDR 23-12

**LOCATION:**

This position is located in the Air National Guard Comptroller Flight in the Wing. The purpose of this position to serve as a supervisor with technical and administrative supervisory responsibilities to include the oversight of subordinate staff performing work related to a wide spectrum of pay operations (Military Pay, Civilian Pay, Accounts Payable and Travel Pay). This position has full responsibility for providing administrative support in the processing of pay actions.

**MAJOR DUTIES:**

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. (25%)
2. Manages, directs, and executes wide spectrum pay operations (Military Pay, Civilian Pay, Accounts Payable, and Travel Pay) for wing customers which requires the development of policies and procedures unique to each command in an environment of constantly changing priorities and missions. Develops policies, coordinates, and performs all military pay functions for organizations at all levels of serviced installations. Develops an effective implementation of Standard Operating Procedures (SOPs) for all areas of responsibility; and ensures that training needs are planned and implemented on a timely basis to meet constantly changing policy and procedures. Provides expert interpretation on DoD and DFAS regulatory and administrative guidelines in accordance with generally accepted principles relating to wide spectrum pay operations previously mentioned. (20%)
3. Confers and resolves all problem areas related to the branch's administrative and functional responsibilities in relation to DCPS and its related accounting interfaces. Ensures the accurate processing of payroll, debts, and miscellaneous entitlements, while applying quality assurances techniques. Assists with resolving complex functional problems within the pay system and affected customers. Develops recommendations for actions under uncertain conditions and short and rapidly changing program deadlines, facilitates the resolution of controversial payroll problems for the serviced wing customers, and helps ensure proper interfaces with appropriate DoD and other financial systems. (15%)
4. Conducts analysis to determine the effectiveness of operations, compliance with established policies and procedures, reliability of transactions and validity of supporting documentation. Manages the review of a variety of financial policies, guidelines, data, documents, reports, processes, and procedures to determine trends preventing accurate payments. Identifies actual and potential problem areas and develops actions and taskings to improve operations, correct deficiencies and resolve all discrepancies, differences and problems posed by internal and external sources.

Directs the preparation, analysis, reconciliation, consolidation, and submission of all required finance reports within established deadlines to higher level management. Executes policy made at higher levels and provides policy, administrative and technical guidance. (10%)

5. Exercises accountability and leadership oversight of audits and operational reviews performed by the Internal Control and Quality Review units to ensure correct and proper execution of DoD guidance, policies, and procedures with respect to all previously mentioned pay operations. Advise senior leaders of findings and recommendations for corrective action and coordinates with appropriate directorates to improve pay processes. (10%)
6. Coordinates and participates in the development and presentation of pay policy and execution training for customers and staff. Incorporates new ideas and methodologies and applies new and innovative practices as appropriate. Monitors the organization's internal metrics and other performance measurement indicators. Tracks customer satisfaction and takes appropriate actions to improve customer service when needed. (10%)
7. Participates in formal and informal management planning, policy and decision-making sessions. Participates in conferences, workshops and other meetings with key pay personnel and Defense Agency representatives concerning financial matters involving the changing of mission requirements, new laws and/or directives and reports any questions of unprecedented pay entitlements. Advises on the legality of entitlements and collection actions and recommends policy on operational interfaces with serviced activities. Reviews all responses to congressional inquiries to ensure accuracy and consistency with policy and regulatory guidance. Resolves pay and entitlement problems unique to the customer. Establishes and maintains internal control procedures to protect against fraud, waste, and abuse. (10%)

Performs other duties as assigned.