

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Mullins Army/5901 Beulah Road  
Sandston, VA 23150**

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**STATEWIDE AIR AGR VACANCY ANNOUNCEMENT**  
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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)**

**ANNOUNCEMENT NUMBER:** 13-15 AF

**POSITION TITLE:** Military Pay Craftsman

**UNIT:** 192<sup>nd</sup> CPTF

**LOCATION:** Joint Base Langley-Eustis, Hampton, Virginia

**GRADE:** SrA (E-4) NTE TSgt (E-6)

**AFSC:** 6F071

**TOUR LENGTH:** 1-6 years

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 29 May 2013

**CLOSING DATE:** 12 June 2013

**DESCRIPTION OF DUTIES:** The purpose of this position is to determine and process military/civilian pay entitlements and related pay actions in support of ANG units including assigned Geographically Separated Units (GSUs). Prioritizes and processes a full range of pay entitlements for ANG personnel. Makes standard and non-standard payroll submissions. Independently audits all payroll actions for accuracy and proper entitlements. Audits suspense reports and pay rejects, processing corrections as necessary. Identifies and researches a wide variety of complicated pay problems and performs corrective action. Processes Active Guard/Reserve (AGR) accessions into the payroll system ensuring that all facets of the member's pay are accurate and complete. Ensures the timely and accurate processing of civilian payroll documents. Receives, reviews, and processes a variety of documents authorizing changes to employees' pay accounts. Administers the Dual Compensation (DC) Audit Program to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, and ensures corrective actions are initiated. Processes and manages a wide range of complicated debt collection cases as a result of disciplinary actions, overpayments, and other types of indebtedness. Recommends methods, techniques, and procedures to improve operations. Assists with conversions or system changes that affect pay processing. Administers and performs the finance portion of military/civilian personnel readiness processing when unit members are ordered to active duty. Applies internal control procedures to ensure military and civilian payroll processes are accurate and in accordance with applicable laws, regulations, and established standards. Trains unit personnel on pay and entitlement policies, guidelines, and procedures. Performs other duties as assigned.

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2.  
Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
2. Must possess an awarded skill level in the compatible AFSC commensurate with their rank.
3. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
4. Restricted to current Virginia Air National Guard AGR members in the same grade as the position advertised.

**ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested members may apply by submitting the completed documents directly to:

192<sup>nd</sup> FSF/HR, 165 Sweeny Blvd, Ste 206, Joint Base Langley-Eustis, Virginia 23665 or by email:  
Va\_ANGJobs@langley.af.mil

Documents Required:

1. NGB Form 34-1 CAN BE OBTAINED FROM THE NGB publications website:  
[http://www.ngbpcdc.ngb.Air.mil/forms/Adobe%20-%20Unfillable/ngb34\\_1.pdf](http://www.ngbpcdc.ngb.Air.mil/forms/Adobe%20-%20Unfillable/ngb34_1.pdf) .
2. Report of Individual Personnel (RIP)
3. Scores from current AF PT Test

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact SFC Shawn Oliver at (804)236-7831/DSN 438-7831 or  
CPT Jennifer Glasscock (804)236-7826/DSN 438-7826

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date. A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> click on Virginia National Guard and then click Job Vacancies.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL:

//signed//  
CARL F. BESS, JR., Col, VaANG  
Human Resource Officer