

-----**-FOR IMMEDIATE POSTING TO BULLETIN BOARD-**-----

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

TELEPHONE: (904) 823-0439
DSN: 822-0439

FLNG COUNTERDRUG POSITION #08-12

OPEN TO: Current Members of Florida National Guard
POSITION: Finance NCO
LOCATION: St. Augustine, Florida
AGENCY: FLNG Counterdrug Program

MOS/AFSC: Any MOS / AFSC
MIN / MAX GRADE: E-1 / E-6
OPEN DATE: 11 April 2008
CLOSE DATE: 12 May 2008

MINIMUM QUALIFICATION REQUIREMENTS

1. The Florida National Guard Counterdrug Program is seeking to fill a Finance NCO positions located in St Augustine, Florida. Duties include but not limited to:
 - Perform account audits involving retroactive payment problems.
 - Obtains information, accomplishes corrective action with regard to pay computer system limits and performs manual accounting of adjustments, if transactions are not automated.
 - Coordinate with multiple Defense Finance and Accounting Service (DFAS) policy branches and personnel at DFAS Cleveland, DFAS Denver, DFAS Indianapolis, National Guard Bureau (NGB) and Active Army Finance Offices (Ft. Riley Kansas, Ft. Carson, Colorado, etc.) to resolve payment issues.
 - Make adjustments to entitlements when updates to information cause discrepancies on various accounts such as Traveler's Profile, Vendor Pay Account, and the Master Pay Account (MMPA).
 - Determine which transactions are automated and what must be modified and updated due to system changes and multiple account updates.
 - Prioritize release of correction actions to DFAS in order to meet production schedule deadlines and control the balance of overpayments and underpayments so the payee is not negatively impacted.
 - Provide customer support to Military, vendors and Federal and State agencies.
 - Resolve disputes and provides expert technical guidance on entitlements and payment procedures by researching historical claims and entitlements regulations.
 - Provide support to individuals, organizations, and vendors regarding preparation and processing of forms such as Basic Allowance for Housing (BAH), Family Separation Allowance (FSA), Application for Do It Yourself Move and Counseling Checklist, and receiving Reports, etc.
 - Access the 5 year Tax History to assist soldiers with tax-related inquires.
 - Analyze data from the MMPA, Leave and Earnings Statements (LES)'s, attendance reporting documents, and pay actions for the compensation of soldiers on the Florida National Guard Counterdrug Program.
 - Applicants should present a favorable military image and will be required to uphold the highest standards of conduct and military personal appearance while on Counterdrug tour.
2. Applicants must have approval of their unit commander and be MOS/DAFSC qualified for the unit position they currently occupy. IAW NGR 500-2, selectee will remain in assigned unit and will be required to attend all UTAs and ATs.
3. Selectee will present a favorable military image and be required to uphold the highest standards of conduct and military personal appearance while on Counterdrug tour.
4. Selected individual will be placed on Title 32 FTNGCD orders beginning tentatively May 2008. Contingent upon budget approval and duty performance, orders may be renewed for future fiscal year. Participation in the FLNG CD Program is contingent upon receipt/availability of congressional appropriations each fiscal year and mission requirements/priority. Orders may be curtailed if funds are not appropriated.
5. The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.

APPLICATION INSTRUCTIONS

Submit documentation listed below to the address shown in the heading, ATTN: JDOMS-CD (SFC Wells). Applications received after the closing date indicated will be returned without action. Applications forwarded in binders will be processed; however, binders will not be returned due to the cost of postage. Refer to www.floridacounterdrug.com for more info.

1. Letter of introduction (include position number) stating your interest in the position and how you will add value to the program.

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2. Resume outlining civilian/military experience and education.
3. Copy of current DA Form 2-1 (ARNG) or Records Review RIP (ANG).
4. **ARNG:** Copy of current Chapter 2 induction physical (conducted within past 18 months) and copy of complete medical records for review by State Army Surgeon. Results of HIV test taken within past 5 months. Cite NGR 500-2, para 8-16a, as authority for physical. **ANG:** Submit current AF Form 422 (conducted within past 2 years) for review by State Air Surgeon. If current periodic medical exam is over 2 years old, schedule an induction physical. Results of HIV test taken within past 5 months.
5. DA Form 7349 (ARNG) or AF Form 895 (ANG) completed within past 30 days and copy of Body Fat Content Worksheet (DA Form 5500-R or NGB Form 160-1-R), if applicable.
6. Copy of Physical Health Assessment taken within the past 90 days.
7. Copy of DA Form 705 (ARNG) or printouts (ANG) reflecting last two physical fitness tests scores.
8. Copy of NGB Form 23 (ARNG) or AF Form 526 (ANG) (Retirement Points).
9. Original DD Form 369 certified within past 30 days.
10. Commander's letter of recommendation that also includes your current MOSQ/DAFSC status and verifies that you currently meet physical fitness/height/weight standards.
11. Copy of valid drivers' license.



MICHAEL E. MUZELAK
LTC, AR, FLARNG
Counterdrug Coordinator

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Knowledge, Skills, and Abilities:

- Comprehensive knowledge of a multitude of integrated automated financial systems to perform complicated evaluations of pay actions and to troubleshoot problem disbursements to determine correct methods to input processing and/or systems procedures and to adapt procedures for complicated, unique situations when routine approaches will not resolve the problems.
- Knowledge of the interrelationships of various automated systems applications and methods used to resolve unique and unusual problems.
- Knowledge of computer systems, documents processing, and the effects of transactions on existing records to modify automated processes in existing accounts while protecting the integrity of the historical data.
- Knowledge of fiscal law, accounting and payment principle/procedures, contingency operations, financial management systems, pay and travel entitlement, National Guard structure, reporting requirements, analysis techniques, controls, budgeting principles, procedures, management principles and controls, visual, oral and written presentation techniques and National Guard missions.
- Knowledge of accounting and budgeting functional areas and their relationships to other automated systems.
- The work involves performing all phases of pay actions, from receipt and verification of source documents to submission for payment creation, which impacts all areas of the Resource Management Division and requires the employee to understand and also perform accounting and budget support in making decisions, devising solutions, and taking appropriate actions to ensure correctness.
- The employee decides and conducts comprehensive reviews and analysis of payment/collection actions posted against individual accounts, out-of-service claims, waivers, remission of debts, and traveler per-diem requests for actual expense in excess of 150%.
- The work involves completing a variety of actions associated with the in-processing and out-processing of soldiers including Active Guard Reserve (AGR), mobilization (MOB), Reserve Component (RC), and Inactive National Guard (ING) and the employee determines the entitlements to many different types of pay and allowances, making adjustments to pay accounts and responding to inquiries regarding all aspects of pay accounts.
- Through substantial research of those regulations and laws, the employee assesses each individual situation and interprets data gathered to select the methods and procedures necessary to determine a viable course of action as resolutions vary based on the circumstances of each individual case.
- The employee must consider the interrelationship of complex pay actions, determine the impact of a current pay action on past and future actions and ensure that individuals are paid accurately and timely.
- The employee provides a full range of management advisory services for the Resource Management Division regarding all pay issues for several large ARNG organizations. Many of these organizations are highly dynamic due to the high rate of mobility and deployments due to federal and state mission requirements.
- Strong administrative organizational skills
- Typing ability (40 words per minute)
- Performs other Counterdrug duties as assigned

Minimum Administrative Requirements:

- Member of the Florida National Guard (Adhering to basic FLNG Standards).
- Have negative results on Drug Urinalysis.
- Not have any suspension of favorable action pending.
- Have a favorable National Agency Check (NAC/ENTNAC) within past 10 years.
- **ARNG selectee** must meet the Active Duty initial induction medical standards as outlined in AR 40-501, Chapter 2. Induction Physical must have been conducted within past 18 months and DA Form 7349 must be completed within past 30 days. If current physical is over 18 months old, report to nearest MEPS or active component military medical treatment facility authorized to conduct an active duty induction physical examination. Cite NGR 500-2, para 8-16a, and TAG Command Policy Memorandum as authority. IAW AR 600-110, para 5-2a, HIV test must be within 6 months prior to start date.
- **ANG selectee** must meet the Active Duty initial induction medical standards as outlined in AFI 48-123, Attachment 3. Current physical must be within past 24 months and AF Form 895 must be completed within past 30 days. If current physical is over 24 months old, report to nearest MEPS or active component military medical treatment facility authorized to conduct an active duty induction physical examination. Cite NGR 500-2, para 8-16a, and TAG Command Policy Memorandum as authority. HIV test must be within 6 months prior to start date. If over 40 years of age, submit Cardiac Risk Index.
- Meet height and weight standards. Failure to maintain weight control standards after selection will result in immediate termination of Counterdrug duty.
- Meet physical fitness standards. Failure to maintain physical fitness standards after selection will result in immediate termination of Counterdrug duty.
- Pass a background check. Failure to meet acceptable standards after selection will result in immediate termination of Counterdrug duty.
- Possess valid Florida driver's license.

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Preferred Additional Abilities:

- Computer programming, networking, and troubleshooting
- Typing (40 wpm or faster)
- College Degree (Accounting, Finance, Business Management)

Mail applications to:
FLNG Counterdrug Program
JDOMS-CD (SFC Lisa Wells)
475 West Town Place, Suite 205
St. Augustine, Florida 32092