



AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

Please submit ADOS application to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

If unable to encrypt or the application is over 4MB, please forward via <https://safe.amrdec.army.mil/safe/> to the above address

ANNOUNCEMENT NUMBER: 18-100

CLOSE OUT DATE: Open until Filled (Or at least 15 days)

POSITION TITLE: Innovative Readiness Training Resource Advisor

POSITION INFORMATION: Length: 30 Sep 18
Tour not to exceed one year/until end of FY 18 pending funding and Airman's continued eligibility
ADOS, Title 10 - 12301d

RANK/GRADE REQUIREMENT: 2Lt-Maj

AFSC REQUIREMENT: Any (Preferred finance AFSC)

LOCATION: ANGRC, Joint Base Andrews, MD

WHO MAY APPLY: Qualified ANG members only

POC Position:

Name: Capt Jennifer Fagan, Innovative Readiness Training Program Manager

Contact Info: Commercial: 240-612-7887, DSN: 612-7887

Email: jennifer.m.fagan.mil@mail.mil

Position Description (Duty Description):

Advises Air National Guard Innovative Readiness Training Program Manager on all financial matters. Manages Operations & Maintenance (O&M) and Pay & Allowance (P&A) budgets supporting ANG IRT personnel/equipment. Ensure Unit's Comptroller receives Funding Authorization Documents (FADs). Ensure funds are distributed properly to earmarked ESP coded projects. Utilize AF Form 1269, Request for Target Load, to transfer funds within ESP coded projects to the proper PC (SMA) Codes. Utilize SF 1081s for accounting adjustments to transfer money changing the Department, Fiscal Year, or money amount. Utilize Journal Voucher (JV) transactions for accounting adjustments, to include movement of disbursements, obligation adjustments and cost transfers. Recommend future

budget/spend plan requirements. Monitors annual budget to ensure accuracy of obligations via multiple databases, reports & open documents listings to include: CRIS (Commanders' Resource Integration System), FM Suite, EDA/EDM (Electronic Document Access/Management), OARS (Obligation Adjustment Reporting System), Coordinates IRT supply and service procurements with Contracting Office by initiating AF Form 9s, Requests for Purchase, in Automated Business Services System (ABSS) to commit funds, Once contract is written and funds are obligated, monitors IRAPT (Invoicing, Receipt, Acceptance, and Property Transfer (formerly WAWF) to receive and accept invoices for supplies and services, Utilizes DEAMS or ABSS to create AF Form 4009, Government Purchase Card Fund Cite Authorization, to load funds onto GPC, Air National Guard Reserve Order Writing System (AROWS). Maintains a transaction log with a running balance of available funds. Ensures orders are created and matched for all transactions in Access Online. Defense Travel System (DTS) Authorizing Official (AO). Reviews and digitally approves authorizations, and authorizes vouchers. Tracks balance of available travel funds. RA approves all orders that use IRT funded days. Tracks balance of available IRT days. Creates and accepts DD 448 Military Interdepartmental Purchase requests (MIPRs). Processes AF Form 406 Miscellaneous Obligation/Reimbursement Documents (MORDs) as needed. Coordinates PBAS documents execution. Strong skills with Microsoft Office Word, Excel, PowerPoint, Task Management Tool (TMT) are preferred. Excellent written and verbal communication skills are required for this position.

Justification:

Innovative Readiness Training Program is a US military volunteer training opportunity that provides training and readiness for military personnel while addressing the needs of underserved American communities. Through this program, military units refine their engineering, health care, diving, and transportation skills by performing services and developing projects for communities that otherwise would not have the resources to conduct them on their own. In FY 17, the ANG IRT program received and executed over \$4 million from the Office of the Secretary of Defense and spent over \$5 million in military department funding. Also in FY17, the ANG program executed 25 training missions, training over 1,500 guardsmen from over 60 units. The medical projects in 2017 provided \$6.8 million in medical services to local communities across the country, treating over 24,000 patients. The civil engineering projects of 2017 built new homes, extended runways, and many other projects providing extreme value to the communities. The ANG IRT program executed XX contracts in FY 17. This position is required to assist in disbursement and execution of OSD and military department funds and all aspects of financial management for the ANG program, ensuring full execution of fiscal year funds. Additionally, the incumbent will provide technical expertise and assistance to ANG Program Manager and staff, subordinate units and commanders, and comptrollers on the program execution guidelines and principles and specific processes for fund code B1 funds.

ADOS Application Procedures form: Located at: <http://www.ang.af.mil/Careers/Active-Duty-for-Operational-Support/>

Upper left corner: **APPLICATION REQUIREMENTS**

Resume: (SF171 not accepted)

Physical Fitness Assessment: Current Physical Fitness Test (all pages) within past 12 months.

AF Form 422 - Notice of AF Members Qualification Status: With NO restrictions and validated within the last 60 days from the date your application is received. Form must indicate member does not have a deployment restriction (Code 31) or is undergoing an MEB (Code 37). "Working copy" will NOT be accepted. Upon final selection, you may need to provide an updated AF422 within 60 days prior to the tour start date.

vMPF RIP: Must include all pages.

Log in to AFPC Secure: <https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx>

PCARS RIP: Point Credit Accounting and Reporting Systems From vMPF or MilPDS

Sanctuary Waiver: IF TAFMS is 16 years or greater; must submit a Statement of Understanding Waiver of AD Sanctuary.

<https://gum-crm.csd.disa.mil/ci/fattach/get/2556240/1368200018/redirect/1/filename/4.%20New%20-%20NGB%20Delegation-Not%20Invoke%20Sanctuary%20Message%20Final.pdf>

1095 Day Analysis: Letter with analysis of how many days performed during the last 1,460 days.

TAG (or designated rep ATAG/CoS) and Wing CC Acknowledgment required.

Officers: Last 3 OPRs (no EPR for enlisted) IAW MPFM 07-45 dated 11 Jul 07, para 17b "OPRs on AFRC and ANG Officers are due to the CSS no later than 30 days after close-out and to HQ ARPC no later than 60 days after close-out."

Common Questions

Q: If selected how does the state cut my orders over the FY?

A: FM POC: If the intent of the order is for the member to be on an order for over 180 days – TDY with PCS entitlements - then the order should be cut for the entire period and place the statement below on the order. "Authorizations to cite the next fiscal year does not constitute authorizations to obligate funds until approved by Congress"

If no days are available after 30 Sep of that year then the order can be cut back and the member would still be entitled to be PCS'd back to the HOR.

Q: Is it Mandatory for ADOS Airman to attend ANGRC in-processing?

A: HR POC. Yes. As of 1 Feb 2016.

Q: Do Guard members assigned on a permanent or temporary basis to support the National Guard Bureau have to be in Title 10 Status?

A: Varies: See CNGBI 301 01 20120423 para 4. However, for this ADOS tour, the Airman will be in Title 10 Status. <http://www.ngbpc.ngb.army.mil/pubs/CNGBI/CNGBI.htm>

Q: Can I be promoted while on an ADOS tour?

A. POC A1. Yes. Airman are TDY to these locations and still assigned to the state. Any promotion action would be processed through the STATE.

Q: Do I receive an Evaluation for the ADOS tour?

A: POC A1. No. Airman are still assigned to the state during this TDY / with PCS Entitlements and may receive an Optional LOE. The State is still responsible for any Evaluations that close out during this timeframe.

Q: Is this a PCS?

A: POC: FM –A tour over 180 days receives "PCS entitlements". This includes movement of household goods and DEERS associated Family members. Airman and Family must meet all medical qualifications if the location requires.

Q: Is there an API code associated with the tour?

A: POC A1: No. Airman are still assigned to their State. There is not a Unit Manning Document Position assigned to ADOS tours.

Q: Is Tuition Assistance available while on an ADOS tour:

A: POC A1 / 11 FSS Varies: May be available while on Title 10 Orders dependent upon funding and length of tour.

Q: Do I out process my Base?

A: Airman must utilize the unit and base out processing for a TDY. Remember Airman remain assigned to the State during these tours.

****THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.**

