



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

Please submit ADOS application to us: [NGB.HR.HR.ADOS.Org@us.af.mil](mailto:NGB.HR.HR.ADOS.Org@us.af.mil)

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

**ANNOUNCEMENT NUMBER:** 20-124

**CLOSE OUT DATE:** Open until filled

**POSITION TITLE:** IRT Program - Resource Advisor (NGB/A21X)

**POSITION INFORMATION:** Length: 30 Sep 21  
Tour not to exceed one year/until end of FY 21 pending  
funding and Airman's continued eligibility  
ADOS, Title 10 - 12301d

**RANK/GRADE REQUIREMENT:** 1 position: Capt – Lt Col

**AFSC REQUIREMENT:** Preferred finance AFSC

**LOCATION:** ANGRC, Joint Base Andrews, MD

**WHO MAY APPLY:** Qualified ANG members only

**POC Position:** Air National Guard Innovative Readiness Program Manager

**Name:** Lt Col Andrew Adamich

**Contact Info:** Commercial: 240-612-7887, DSN: 612-7887, Cellphone: 970-765-6151

**Email:** andrew.r.adamich.mil@mail.mil

**Position Description (Duty Description):** Advises Air National Guard Domestic Operations (DOMOPs) Chief on all financial matters. Manages Operations & Maintenance (O&M) and Pay & Allowance (P&A) budgets supporting ANG DOMOPS 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 DOMOPS 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.

