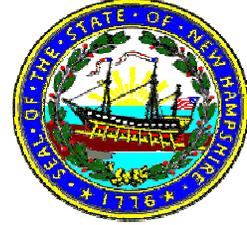




NEW HAMPSHIRE AIR NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652



PLEASE POST IN A PROMINENT LOCATION

PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

ANNOUNCEMENT DATE 16 August 2004

ANNOUNCEMENT NUMBER NH04-071 (A)

POSITION TITLE, SERIES/GRADE (S)

Military Pay Technician
GS-0545-06

MAXIMUM MILITARY GRADE AVAILABLE TSGT/E6. IF SELECTION IS MADE FROM WITHIN THE SECTION, MAXIMUM MILITARY GRADE WILL BE DEPENDENT UPON THE CURRENT GRADE OF THE SELECTEE.

POSITION DESCRIPTION NUMBER 80301

SALARY RANGE

GS-06 starts at 31,395 per year
Promotion rules apply for current New Hampshire National Guard Technicians.

NOTE: A one-time recruitment bonus of \$6,700 will be paid to the individual selected for this position. Selected individual must agree to remain in this position for a year. If the selectee elects to terminate employment or is selected for another position prior to completing one year, recoupment of the bonus will occur. Current federal employees are not eligible for this bonus.

AREA OF CONSIDERATION

AREA I all excepted permanent enlisted technicians of the NHNG
AREA II all members of the New Hampshire National Guard
AREA III all individuals eligible for membership in the NH National Guard

CLOSING DATE

AREA I 01 Sep 04
AREA II/III 15 Sep 04

DUTY LOCATION

New Hampshire Air National Guard
Financial Management Office
Pease ANGB, Newington, NH

TYPE OF APPOINTMENT

Permanent Enlisted Technician

FOR ADDITIONAL INFORMATION

Contact MSgt John Symington at DSN 684-9348, commercial (603) 225-1348 or e-mail john.symington@nh.ngb.army.mil. Other job postings are available at www.nhpeas.ang.af.mil/hro/JOBS/index.htm or all states at <http://www.neguard.com/jobs/Docs/statepoc.htm>.

INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an [OF 612](#), or a resume.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.

YOUR RESUME OR APPLICATION MUST CONTAIN AS A MINIMUM

(all requested information below should be indicated on the first page of your resume/application)

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- social security number
- current military grade/rank and unit assignment
- current status with the New Hampshire National Guard i.e. current permanent technician, temporary technician, AGR, ADSW, working for vendor (vendors name) at NHNG
- current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade

- * full country of citizenship
 - * high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
 - * personal military experience (DD Form 214)
- * AREA II only

APPLICATION RESTRICTION: Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage. Faxed applications will not be accepted. All applications are required to remain on file in the Human Resource Division. No applications (or any part thereon) will be returned.

EXCEPTED SERVICE REQUIREMENT: Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

NATIONAL GUARD MEMBERSHIP IS REQUIRED

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

OTHER PERTINENT DATA

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement. Military compatibility and grade inversion rules will be strictly adhered to.

**THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER SPACE.
REIMBURSEMENT FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES ARE NOT AUTHORIZED**

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments. If you are a male born after 31 December 1959, and you desire employment with the Federal Government, you must be registered with Selective Service.

OTHER REQUIREMENTS

In order to comply with the NGB compatibility criteria, the selected individual will be assigned to AFSC 6F071 Career Field. Applicants must ensure that they are eligible to retrain within 12 months if not yet in this field.

*** MINIMUM QUALIFICATIONS REQUIREMENT (S)**

Each applicant must fully substantiate on their application how they meet the requirements listed below otherwise, the applicant will be found unqualified for this position.

GENERAL EXPERIENCE: Administrative or clerical experience, education or training which demonstrates the applicants ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

MINIMUM QUALIFICATIONS REQUIREMENT(S): Each applicant must fully substantiate on their application how they meet the requirements listed below; otherwise, the applicant will be found unqualified for this position.

SPECIALIZED EXPERIENCE: 9 Months experience, which indicates:

- Knowledge of military pay regulations and procedures.
- Ability to compute pay actions
- Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance.
- Ability to meet deadlines and work under pressure
- Ability to make difficult interpretations of established guidelines to process pay inquires

BRIEF JOB DESCRIPTION: This position is located in the 157th ARW Financial Management Branch. The purpose of this position is to determine and process military/technician pay entitlements and related pay actions. Responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel. Make standard and non-standard payroll submissions. Utilizes military pay systems, which consists of numerous database applicants, transactions and adjustments. Troubleshoots errors in the pay systems to determine if a system deficiency or a coding problem causes errors. Evaluates and resolves a variety of complex and special pay issues often requiring extensive research and audits of member's accounts, researching pay histories from several months to years. Establishes debt collection procedures in conjunction with disciplinary actions and over payments. Ensures the timely and accurate processing of technical payroll actions. Completes payroll processing in situations involving numerous complicating factors. Resolves and clarifies pay status and duty conflicts. Receives and reviews a variety of documents authorizing changes affecting member entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions; and earned income credit certifications. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

DEBORAH L. CARTER, LT COL, NHNG
Human Resource Officer