

California National Guard Operational Support
Full-Time National Guard Duty (FTNGD) Title 32
Vacancy Announcement
1 Position Available

Position Details

Announcement Number: FTNGD-TRVLAO-22-01
Opening Date: 22 February 2022
Closing Date: Open until filled
Position Title: Defense Travel System Voucher Examiner
UIC: W8AYA3
DMOS/Branch: Immaterial
Min/Max Grade: E1-E4
Duty Location: Mather, CA
Selecting Official: Financial Services Officer-Travel and Vendor Pay
Security Clearance: SECRET
Requirements:
Minimum Military Education: Professional military education qualified for their grade.
Requirements:

Conditions of Employment

- This position is in the Full-Time National Guard Duty for Operation Support (FTNGD-OS). Tour is subject to ongoing quarterly budget requirements. Position expected to start 01 March 2022.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application.
- Must not be able to qualify for sanctuary or separation pay as a result of the operational support order.
- Must be within reasonable commuting distance of the assigned duty station per JFTR, 7355B. The HOR on PQR will be used to determine commute distance. 100 miles round trip will be used as a base line for determining reasonable commute.
- Must meet Army medical retention standards IAW AR 40-501, chapter 3. Must not be Medically Non-Deployable (MND).
- Must meet Army physical fitness, uniform, and weight control program standards.

Eligibility Requirements

Male, Female. **APPLICANT MUST**, at a minimum, submit documents referenced in the instructions for Submitting Applications to this announcement, complete the attached applicant checklist and meet all applicable criteria below:

- Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well-motivated and an appropriate representative of the National Guard.
- Applicants must be within Army HT/WT standards or pass Body Composition screening IAW the standards set forth in AR 600-9.

Primary Duties and Responsibilities

- Perform Defense Travel System (DTS) Voucher Examination duties for the State.

- Examine DTS vouchers for correctness and accuracy, approving or returning accordingly, ensuring that travel claims are paid in accordance with Joint Travel Regulation and current policies.
- Provide guidance to DTS users in resolving issues, adjusting discrepancies and when appropriate, adjusting the disbursement distribution to ensure that Government Travel Charge Cards (GTCC) under delinquent status receive payment.
- Be able to travel during the week and weekends.
- Educate traveler on travel policy and use of DTS.
- Perform other duties as assigned by Chief, Financial Management

Specialty Qualification Requirement

- Soldier must have a valid SECRET or higher clearance with no issues.
- Soldier will be interviewed by Financial Services Officer-Travel and Vendor Pay.
- Must have a valid Government Travel Card.
- Have a valid state driver's license.
- Have a valid DTS Profile.
- Soldier must not be adversely flagged or under investigation.
- Females must provide a negative pregnancy test verification memorandum within 15 days of start date or tour renewal.

Instructions for Submitting Applications

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information:

- Enlisted Biographical Summary or resume of military and civilian experience.
- **DA Form 1058-R:** Application for Active Duty, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve. Must be signed by Soldier, Company Commander, and the unit Records Custodian.
- Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's evaluations are not available.)
- **Retirement Points Accounting Statement (RPAS):** Records the total active duty (AD) days the Soldier currently has to date. Soldier does not have/will not exceed 1,095 cumulative days as a result of this duty (3 out of 4 years) without prior approval from the fund center. Duty WILL NOT cause the Soldier to exceed 2,190 days (6 years) of continuous active service (AS). Soldier must have a 31-day break in service and/or has not served 6 continuous years AS to be eligible for duty. Soldier WILL NOT accrue (or has not currently reached) more than 17 years of AS without prior approval from the Director, Army National Guard (DARNG).
- **DAMPS Active Duty History Query:** Must show last 31-day break. This report is found in DAMPS. (1) Home> (2) View Orders> (3) Enter SSN or EDPI> (4) Order Type, Select All> (5) Search orders> (6) Print screen showing the last 31-day break in service; document should not exceed 1 page. The RPAS will be used to validate active duty periods for orders not found in DAMPS.
- Commander's height and weight statement showing Soldier meets standards IAW AR 600-9 completed in the current month. If selected, statement must be within 15 days of appointment date.
- MEDPROS Individual Medical Readiness (IMR) Record: Soldier has a PHA on record within 12 months of order start date. No IMR deficiencies including temporary profiles or Medical Readiness Code (MRC) 3 or 4. Soldier is "GREEN" on Human Immunodeficiency Virus (HIV) screening within 24 months of order start date. IMR printout must show the Soldier's current MRC.

- **Certified copy** of current DA Form 705 (APFT). Submit body fat worksheet (if necessary).
- DA Form 873 or JPAS Certificate: Security Clearance verification only if required for duty position being considered.
- **Submit GDOS packet to:** Ms. Patricia Petit, Financial Services Officer-Travel and Vendor Pay at patricia.h.petit.civ@army.mil

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.