

Employment Opportunities

The Air Force Audit Agency (AFAA) needs innovative and creative individuals who possess strong oral and written communicative skills. Our auditors are highly motivated, goal-oriented, self-starters who are not content sitting behind a desk. Rather, they spend considerable time in the management activity interacting with the customer.

AFAA auditors have the ability to identify and understand critical issues and provide alternatives that achieve a successful conclusion. You will be continually challenged in providing a variety of audit services for Air Force management.

We appreciate your interest in AFAA. If you have any questions, visit our web site at www.afaa.hq.af.mil or contact our Recruiting Coordinator:

HQ AFAA/DOR
1126 Air Force Pentagon
Washington DC 20330-1126
(703) 696-5990
AFAAJobs@pentagon.af.mil

Eligibility Requirements

Applicants must:

- Be a U.S. citizen.
- Be able to obtain a Department of Defense security clearance.
- Have an undergraduate degree in accounting or a degree in a related field that includes or was supplemented by either 36 quarter hours or 24 semester hours in accounting (this may include up to 9 quarter hours or 6 semester hours in business law) OR be a college senior within 9 months of completion as previously specified.

Male applicants born after December 31, 1959 must be registered with the selective service.

Selection will be based solely upon merit and without discrimination because of age, race, color, sex, religion, national origin, marital status, physical or mental handicap, creed, political affiliation, or any other non-merit reason.

THE AFAA IS AN EQUAL OPPORTUNITY EMPLOYER

Frequently Asked Questions

Q: What types of work will I be doing?

A: We provide audit services for Air Force operations and activities at all levels. Most of our work involves operational audits in areas such as procurement, logistics, civil engineering, operational readiness, information systems, and other activities. Financial auditing comprises about 10 percent of our total workload.

Q: Where are positions located?

A: We have auditors on many Air Force bases in the continental U.S., Hawaii, and Alaska. Additionally, we have audit positions in Europe and the Pacific that you will be eligible for after becoming a GS-12. These are 2- or 3-year tours, extendable to 5 years, and your family may accompany you.

Q: What are my chances of being moved to other locations in the future?

A: Mobility is an important factor in job progression. Your willingness to transfer for more responsible job assignments better prepares you for career advancement opportunities.

Q: How much travel can I expect?

A: Most audit locations require some travel. Although the amount of travel depends on your duty location, the average travel is about 20 percent.

Q: What educational opportunities exist?

A: We encourage professional development and provide financial assistance for post-graduate, job-related studies, certification review courses, and other professional development opportunities. The amount of financial assistance may vary, depending on the availability of funds for this purpose. In addition, AFAA personnel have the opportunity to participate in professional military education courses.

Salary

Within 3 years of noncompetitive employment, a GS-12 auditor makes over \$55,000 annually. Salaries increase in higher cost of living areas. These salaries are based upon the average U.S. pay and are current as of January 2003.

Grade	Annual Rates for Steps									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
GS-7	31,830	32,891	33,953	35,014	36,075	37,136	38,197	39,258	40,319	41,380
GS-9	38,936	40,234	41,532	42,830	44,128	45,425	46,723	48,021	49,319	50,617
GS-11	47,110	48,681	50,252	51,823	53,394	54,965	56,535	58,106	59,677	61,248
GS-12	56,463	58,345	60,227	62,110	63,992	65,874	67,756	69,638	71,520	73,403
GS-13	67,143	69,382	71,620	73,859	76,097	78,336	80,574	82,812	85,051	87,289
GS-14	79,344	81,989	84,634	87,279	89,925	92,570	95,215	97,860	100,505	103,150
GS-15	93,330	96,441	99,552	102,664	105,775	108,886	111,997	115,108	118,219	121,330

Based on Calendar Year 2003 'Rest of U.S. Locality Pay'

To view the most current General Schedule (GS) salaries and other locality pay, please see the Office of Personnel Management (OPM) web site www.opm.gov/oca/payrates/index.htm.

Quality of Life

COMPRESSED WORKWEEK: This option allows you to work a 5-4/9 work schedule. You may work eight 9-hour days and one 8-hour day each biweekly pay period with alternating Fridays off. An example of a compressed biweekly work period follows:

Week One: Monday-Thursday (9-hour days)
Friday (8-hour day)
Week Two: Monday-Thursday (9-hour days)
Friday (day off)

FLEXIBLE WORK SCHEDULE: You have flexibility in establishing your work hours. You may start work anytime between 6:30 a.m. and 8:30 a.m. Depending on your start time, your workday can end anytime between 3:15 p.m. and 6:00 p.m.

OVERSEAS: After reaching the GS-12 level, you are eligible for overseas tours in Europe and the Pacific. Your family may accompany you and all moving expenses are paid. While overseas, you receive a nontaxable housing allowance, a cost of living allowance, and have full access to the base exchange, commissary (grocery store) and medical facilities.

MORALE, WELFARE, and RECREATION: Access to facilities such as bowling alleys, hobby shops, golf courses, and many others.

TICKETS AND TOURS: Opportunity to purchase discounted tickets for local attractions, concerts, and travel.

FITNESS: Access to base fitness centers. Also, some Health and Wellness Clinics provide services such as body-fat analysis, cholesterol and blood pressure screening, and smoking cessation classes.

MOVING EXPENSES: AFAA pays some transportation and moving expenses to your first duty station.

TELEWORK: Telework is available to eligible personnel as outlined in AFAA guidance.

BUSINESS CASUAL: Except for specific occasions, AFAA dress policy is business casual.

Locations

UNITED STATES:

Alabama

Maxwell AFB (Montgomery)

Alaska

Elmendorf AFB (Anchorage)

Arizona

Davis-Monthan AFB (Tucson)

Luke AFB (Glendale)

Arkansas

Little Rock AFB (Jacksonville)

California

Edwards AFB (Rosamond)

Los Angeles AFB (Los Angeles)

March ARB (Riverside)

Travis AFB (Fairfield)

Vandenberg AFB (Lompoc)

Colorado

Buckley ANGB (Aurora)

Peterson AFB (Colorado Springs)

Delaware

Dover AFB (Dover)

Florida

Eglin AFB (Valparaiso)

MacDill AFB (Tampa)

Patrick AFB (Cocoa Beach)

Tyndall AFB (Panama City)

Georgia

Robins AFB (Warner Robins)

Hawaii

Hickam AFB (Honolulu)

Idaho

Mountain Home AFB (Mountain Home)

Illinois

Scott AFB (Belleville)

Kansas

McConnell AFB (Wichita)

Louisiana

Barksdale AFB (Bossier City)

Maryland

Andrews AFB (Camp Springs)

Massachusetts

Hanscom AFB (Bedford)

Mississippi

Keesler AFB (Biloxi)

Nebraska

Offutt AFB (Omaha)

Nevada

Nellis AFB (Las Vegas)

New Jersey

McGuire AFB (Wrightstown)

New Mexico

Cannon AFB (Clovis)

Holloman AFB (Alamogordo)

Kirtland AFB (Albuquerque)

North Carolina

Pope AFB (Fayetteville)

Seymour Johnson AFB (Goldsboro)

North Dakota

Grand Forks AFB (Grand Forks)

Minot AFB (Minot)

Ohio

Wright-Patterson AFB (Fairborn)

Oklahoma

Tinker AFB (Oklahoma City)

South Carolina

Charleston AFB (Charleston)

Shaw AFB (Sumter)

South Dakota

Ellsworth AFB (Rapid City)

Texas

Brooks AFB (San Antonio)

Dyess AFB (Abilene)

Lackland AFB (San Antonio)

Randolph AFB (San Antonio)

Sheppard AFB (Wichita Falls)

Utah

Hill AFB (Ogden)

Virginia

Langley AFB (Hampton)

Washington

Fairchild AFB (Spokane)

McChord AFB (Tacoma)

EUROPE:

Germany

Ramstein AB

Spangdahlem AB

United Kingdom

RAF Lakenheath

Italy

Aviano AB

PACIFIC:

Japan

Yokota AB

Kadena AB

Korea

Osan AB

To obtain information on these bases, visit the official Air Force website at www.af.mil/sites/ and click on the “USAF Sites” tab and the “Alphabetical List” to obtain base website access.

Benefits

EMPLOYEE DEVELOPMENT: Financial assistance provided for job-related graduate work and certification preparation courses.

ANNUAL LEAVE (VACATION):

- 13 days for the first 3 years
- 20 days after 3 years
- 26 days after 15 years
- Can accumulate up to 30 days

HOLIDAYS: Ten paid holidays per year.

SICK LEAVE: Thirteen days a year with no limit on amount that can be accrued.

RETIREMENT: The Federal Employee Retirement System (FERS) is a flexible plan designed for a work force that is more likely to work for several different employers during the course of a career. FERS has three components: Social Security Benefits, Basic Benefit Plan, and the Thrift Savings Plan (TSP). You can view the FERS handbook at www.opm.gov/fers_election/fersh/h_toc.htm#web.

BASIC BENEFITS PLAN. This portion is mostly financed by the government with a very small contribution from the employee. The employee's monthly payment depends on the employee's pay and length of service. The Government averages the highest 3 consecutive years of basic pay. This "high-3" average pay and the employee's length of service are used in the benefit formula. Employees may also receive a "Special Retirement Supplement" paid as a monthly benefit until the employee reaches age 62. This supplement approximates the Social Security benefit earned by the employee while employed by the Federal government. Your Basic Benefits Plan is vested after 5 years of creditable civilian service.

THRIFT SAVINGS PLAN (TSP). This tax-deferred retirement savings and investment plan offers the same type of savings and tax benefits private corporations offer under 401(k) plans. TSP participation provides the opportunity to invest for retirement, receive matching agency contributions, and reduce your current taxes. Employees receive an automatic 1 percent government contribution and can contribute up to 13 percent and receive as much as a 4 percent matching government contribution. Your TSP account is completely vested after 3 years of service.

HEALTH BENEFITS: The Federal Employees Health Benefits (FEHB) Program offers a wide selection of health plan options to best meet your health needs. The program offers guaranteed protection that can not be canceled by the plan, coverage without medical examination, or restrictions because of age, current health, or pre-existing medical conditions. The Air Force shares the premium costs. For more information, see the FEHB handbook at www.opm.gov/insure/handbook/fehb00.asp.

LIFE INSURANCE: The Federal Employees Group Life Insurance (FEGLI) Program is an optional group life insurance plan offering low rates and the convenience of payment through payroll deduction. Basic life insurance coverage is equal to your annual basic pay (rounded to next \$1,000) plus \$2,000. Optional additional coverage for you and your family is available. To view the FEGLI handbook online, go to www.opm.gov/insure/life/handbook.

Career Development

We invest heavily in our auditors. From the beginning, AFAA provides you with a professional development program that continues throughout your career.

AUDITOR TRAINING SCHOOLS: Initially, we provide comprehensive and continuous training during the period required for you to reach fully qualified auditor status (2-3 years). Your formal development program includes both classroom instruction and various on-the-job practical applications under the guidance of senior auditors. You will have the opportunity to attend several auditor training schools at our in-house training facility on March ARB CA along with other courses. Auditor in-house training schools include:

Professional Auditor Training School Entry-Level (PATSEL)

Communication School

Intermediate Auditor School

Leadership School

Computer Assisted Audit Tools and Techniques (CAATTs)

MANAGEMENT/GRADUATE COURSES: After attaining the fully qualified auditor level, you are eligible to attend short- and long-term courses in specified fields. Some resident schools, such as the Air Command and Staff College and Air War College, may last up to 12 months. Your family may accompany you for this long-term training and all moving expenses will be paid.

CAREER BROADENING: AFAA personnel in grades GS-12 and above can apply for career broadening assignments in another field of Air Force Financial Management outside the AFAA. These are generally 2-year assignments and all moving expenses are paid.

GRADUATE AND PROFESSIONAL CERTIFICATION COURSES: To encourage professional development, we will partially fund job-related and self-improvement efforts to include graduate and various certification review courses. AFAA audit experience qualifies you for meeting all Certified Internal Auditor certification requirements as well as Certified Public Accountant certification requirements in many states.

Career Progression

Most auditors begin at the GS-07 level with an entry annual salary of \$31,830*. Minimum promotion eligibility is met after 1 year of satisfactory performance in the grade held. Therefore, auditors can reach the GS-12 level noncompetitively (progressing from GS-07 to GS-09, GS-09 to GS-11, and GS-11 to GS-12), attaining a salary of approximately \$56,000* after 3 years. See the “Salary” section for additional information.

Promotions above GS-12 are based on merit promotion competition. In most instances, a GS-13 promotion will require relocation. Most opportunities occur at Wright-Patterson AFB OH, March ARB CA, Brooks AFB TX, Maxwell AFB – Gunter Annex AL, and the Washington DC area.

Our senior auditor, supervisor, and top management positions range from GS-13 to Senior Executive Service (SES) positions. The current salary range for the GS management and executive positions is from \$67,143 to \$121,330*. The salary for the SES positions start at \$125,400*.

Upon reaching the GS-11 level, you have the opportunity for executive development through participation in the Air Force Financial Management Career Program. Under this program, you become eligible for selected training and career broadening positions. See the “Career Development” section for additional information.

CAREER PROGRESSION PATH:

GRADE	POSITION TITLE
Senior Executive Service	Auditor General Assistant Auditor General
GS-15	Deputy Assistant Auditor General Region Chief Associate Director Division Chief
GS-14	Program Manager Office Chief Staff Auditor
GS-13	Team Chief Audit Manager Staff Auditor
GS-07 through GS-12	Auditor Trainee/Auditor

We believe mobility enhances an individual’s development. However, we will consider your personal needs and desires.

MENTORING PROGRAM

The AFAA Mentoring Program is offered to all new AFAA employees. This voluntary program matches the new employee with an experienced AFAA member to assist in a smooth transition by (1) helping the new employee understand Air Force and AFAA missions, visions, culture, norms, and values; (2) fostering professional development and career planning; and (3) encouraging development of audit skills.

* Based on Calendar Year 2003 ‘Rest of U.S. Locality Pay’.

Application Process

Our job announcements can be viewed at <http://jsearch.usajobs.opm.gov/getjob.asp?jobid=18695565> and <http://jsearch.usajobs.opm.gov/getjob.asp?jobid=18695566>

HOW TO APPLY: Submit:

- (1) A resume*, a Standard Form (SF) 171 “Application for Federal Employment”, or an Optional Form (OF) 612 “Optional Application for Federal Employment”. The OF 612 is available at www.opm.gov/forms/html/of.htm.
- (2) A copy of your most current college transcript (an official transcript will be requested upon job offer).

NOTE: If you have not graduated as of application date, also include a list of classes to be taken prior to graduation with the transcript.

- (3) A geographic preference worksheet. You can select up to 10 locations to be considered for. To see the cities near the applicable Air Force bases, refer to the “Locations” section of this brochure. The geographic preference worksheet is available at www.afaa.hq.af.mil/employment/geoloc4auditors.doc
- (4) A SF 181, “Race and National Origin Identification” (voluntary). The SF 181 is available at www.opm.gov/forms/html/sf.htm.
- (5) Answers to the Knowledge, Skills, and Abilities requirements. The KSAs questions can be obtained at www.afaa.hq.af.mil/employment/ksas.doc
- (6) OF 306, “Declaration for Federal Employment”. The OF 306 is available at www.opm.gov/forms/html/of.asp.

***REQUIRED RESUME INFORMATION:** If you submit a resume, you must include the following information:

- (1) Job Announcement Number
- (2) Position Title and lowest grade you will accept
- (3) Permanent or TERM position interest (on the first page)
- (4) Full name, mailing address, day and evening phone numbers
- (5) Social Security Number
- (6) Citizenship
- (7) Veteran’s Preference (Applicants claiming veteran’s preference must include member copy 4 of DD Form 214 and, if entitled to 10-point preference, SF 15 with required proof of entitlement. Applicants exercising Military Spouse Preference must include a copy of the sponsor’s orders of assignment to the geographic area).

A resume cover page with all the required resume information may be submitted with your resume. A resume cover page is available at www.afaa.hq.af.mil/employment/resumecvrsht.doc.

SUBMIT APPLICATIONS TO: 11WG/DPCS
ATTN: Announcement #DEU 98-057 or DEU 98-058
1460 Air Force Pentagon
Washington DC 20330-1460

If you have any questions, please contact the AFAA Recruiting Coordinator:
HQ AFAA/DOR
1126 Air Force Pentagon
Washington DC 20330-1126
(703) 696-5990
AFAAJobs@pentagon.af.mil