
Air National Guard (ANG) Military Vacancy Announcement (MVA)

*(Must be a current ANG, RegAF, or AFRC member
and be eligible for ANG membership)*

2013-073

NCOIC O&M BUDGET EXECUTION

Promotable MSgt - SMSgt

**(Must meet this rank requirement at closeout date)*

Closeout Date: 5 Mar 2013 Close of Business (COB)

****To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.**

Headquarters ANG Title 10 2-4 years Statutory Tour at NGB/FM (Joint Base Andrews, MD). Must be Air Force Specialty Code (AFSC).**6F071/91**. Duties and Responsibilities: Incumbent should have two years of documented budget experience, an in-depth knowledge of budget controls, a working knowledge of Microsoft Office tools (Excel, PowerPoint, Access), the ANG FM Checkbook/SAFE, Air Force's Automated Funds Management (AFM) system, and knowledge of accounting procedures. Needs practical knowledge of ANG plans, programs, organizational structure and operations as well as the ANG and Federal budget process - to include a working knowledge of the congressional budget process. Individual should communicate effectively and work independently with minimal direction and supervision. Incumbent manages \$800 million budget, representing training and O&M for approximately 106,700 individuals. Responsible for planning, programming, and executing the ANG BOC and BOS programs. Responsible for providing analysis and reports for downward directed taskings from OMB, OSD, SAF and ANG leadership. Responsible for training directorate RA's, Program Managers and new O&M hires in use and development of analysis tools, and all aspects of O&M execution analysis and reporting. Duties are performed under the supervision of the Chief, O&M Appropriation Section. Responsible for direction, control, analysis, execution and stewardship of the Air National Guard's financial resources. Oversees financial services for 106,700 personnel located at 175 locations worldwide. Maintains frequent interface with SAF/FM, the Defense Finance and Accounting Service (DFAS), OSD, OMB and Congressional staffs on fiscal issues and budget actions. Incumbent is point of contact with Comptrollers, base budget analysts, ANG budget analysts, manpower personnel, ANG directorates, Air commanders, and ANG/FM leadership on all aspects of O&M execution, specifically BOC and BOS. Develops policies and procedures in administering the management of BOC and BOS commodity resources; disseminates/interprets policies; drafts written guidance, and provide detailed analysis presentations to NGB/FM leadership. Fields questions from State Headquarters and units pertaining to funding issues. Coordinates with ANGR and NGB directorates on the management of centrally-managed resources. Participates in the development, defense, and execution of all aspects of the USAF Planning, Programming, and Budget System (PPBS) for ANG O&M. Reviews and recommends approval/disapproval of unit requests for additional funds as well as prior year UOA requests. Utilizes on-line and stand-alone computer systems for continuous monitoring of O&M execution. Identifies current and potential problem areas and initiates required corrective actions. Contributes to the planning and

development of the O&M portion of the ANG Budget Estimate Submission. Assists in the preparation of exhibits and narrative justification needed to defend O&M resource requirements in J-Books that are submitted to OSD. Respond to routine and short-notice tasker pertaining to current and prior year O&M program execution from OSD, SAF, HAF, Congressional Staffers and State TAGs. Perform other duties as assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Members in a Special Duty Career Field (SDI)/Reporting Identifiers (RI) must submit a conditional release letter from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. If selected for an MVA outside of the SDI (8XXX) or RDI (9XXX) you must have a fully qualified AFSC prior to accession onto Stat Tour AFSC(1XXX-7XXX)

Applications will be reviewed for qualification/disqualification only starting at 72 hours prior to closeout date. For example; an MVA closing out on the 10th of the month would be reviewed for qualified or disqualified only starting on the 7th of the month.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
