



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

*****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT*** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.**

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

ANNOUNCEMENT NUMBER:

MVA 2014-077R1

OPEN PERIOD:

7 May 2014 thru 2359 EDT, 22 Jun 2014

HIRING DIRECTORATE:

NGB/A7

POSITION TITLE:

Financial Management

AFSC REQUIREMENT:

6F071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT:

TSgt/E6 (Promotable) - MSgt/E7

POSITION INFORMATION:

Full Time, Title 10, Statutory Tour

TOUR LENGTH:

2 - 4 Years

AGENCY:

National Guard Bureau

DUTY LOCATION:

Joint Base Andrews, MD

WHO MAY APPLY:

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

1. Requirements

Must hold Rank/Grade requirement by this announcement closeout date.

Must have a Secret Security Clearance.

2. Position Description

1. Analyzes and interprets NGB budgetary guidance to provide appropriate local budget policy and procedures. Develops budget formulation assumptions, formats organizational requirements for budget submissions. Requests, reviews, analyze, edits, and consolidates budget submissions before forwarding to NGB PM's.

2. Develops appropriate narrative justification statements and presentation materials for budget submissions, unfunded requirements and programmatic changes. To include detailed programming and justification and documentation for estimates included in the overall ANG Financial Plan, DoD Program Objective Memorandums (POM), and DoD Future Year Defense Programs (FYDP).

3. Coordinates with NGB/FM to appropriately defend estimates, answer specific questions, and provide clarification. Performs budget execution analysis of obligations incurred and actual expenditures of different sources. Identifies funding status, shortfalls, and provides guidance for the proper application of annual budget and/or allotment authority.

4. Performs analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives and determines where reprogramming actions may be necessary.

5. Conducts in-depth analysis of funding received versus projected expenditures for model-driven programs. Identifies trends and patterns, recommends ways to improve utilization of funds, and suggests alternative funding approaches. Evaluates the effect of cost and programmatic changes on the budget execution process. Provides analytical guidance for year-end close out to ensure proper, legal, and full utilization of funds.

6. Provides financial advice, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to NGB/A7 Staff and Program Element Manager (PEM). Information may include details on budget submissions, unfunded requirements submissions, year-end closeout procedures, and other guidance.

7. Uses automated financial management systems and computer-generated products to accomplish financial management objectives. Confirms accuracy of automated system database information and informs resource advisors and/or accounting personnel of significant problems, trends, or variances. Presents effective analyses of financial management information regarding the expenditure of appropriated funds.

8. Review, coordinate, validate, fund all base level requirements covering A7 cooperative agreements, Environmental, SRM & MilCon funding using multiple databases; i.e. FM Checkbook, CEMCA Database, PDS, ABSS

9. Knowledge of DoD, Air Force, ANG, NGB, and Staff commander structure and associated responsibilities, missions, programs, operations and organizational relationships. Knowledge of personnel management policies, practices, laws and procedures. Ability to negotiating effectively with other functional areas, ANG Staff, Air Force components and military agencies. Ability to prepare complex project and staff reports as well as deliver briefings. Superior written/oral communications skills; ability to develop briefings, project papers & staff reports.

10. Responsible for the execution and disbursement of manpower resources, days and dollars to include MilPERS support of A7 Readiness and Security efforts.

11. Responsible for planning, preparing, developing and recommending initiatives for congressionally justified budget and funds for A7. Conduct research and prepare plans for the effective utilization of funds. Monitors and determines effective utilization of funds. Reviews and makes recommendations for unfunded requests received from the field.

12. Provides oral and/or written guidance for NGB/A7 training requirements to include acting as the trainer or presenter of such guidance. Reviews and assists with the management of all base level aspects of A7 funding.

13. Works closely with Resource Advisors, FM, and PEM to ensure funds are requested and executed IAW ANG policy and procedures. Ensures historical documentation is maintained each quarter for accurate fiscal execution, remaining amount, and anticipated expenditures.

14. Assists with suspense's, JASMS, action officer duties, support agreements overview, Office of Corollary Responsibility (OCR) in matters pertaining to AFI reviews and publications as applicable to the NGB/A7.

15. Analyzes developed summaries on the impact, participation or growth of the A7 funding at both the national and state levels.

16. Supports and consolidates A7R's information for publication of the Civil Engineer Directorate's Weekly/Monthly Activity Reports (WAR and MAR) which is sent to all field units updating them on critical issues and suspense's regarding all A7 funding.

17. Develop, track, analyze and report A7 funding requirements which facilitate the preparation of the annual ANG A7 Budget submissions and costs to program funding, and initiating timely reprogramming actions to HQ AF, DOD, and the Congress.

18. Provides oversight of the review of all financial regulations, manuals and pamphlets that impact ANG A7.

19. Gives recommendations for the development of point papers, studies, statistical summaries & presentations.

20. Performs other duties as assigned.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application 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. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>