

NATIONWIDE  
*Arizona Air and Army National Guard*

Key Staff Nomination

United States Property and Fiscal Officer

5636 East McDowell Road, Bldg 5800

Phoenix, Arizona 85008-3495

PHONE (602) 629-4821: DSN 853-4821

WEBSITE: <https://dema.az.gov/careers/dema-jobs>

ANNOUNCEMENT NUMBER:

24-USPFO

OPENING DATE:

06 Sep 24

CLOSING DATE:

25 Oct 24

POSITION TITLE, GRADE AND POSITION NUMBER:

USPFO OFFICER, Colonel-06 or Lt Col-05 eligible for promotion to O-6. NGB Title 10 Position

APPOINTMENT FACTOR: OFFICER

LOCATION OF POSITION: USPFO Complex, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is an Active Duty Title 10 Tour and is open to current members of the National Guard (Air and Army) who are eligible for Title 10 Active Duty tours for the National Guard Bureau. In order to be considered for this position applicants must meet minimum qualifications as outlined in the Specialized Experience block of this announcement. Applicants must be able to serve and complete a 6-year term prior to reaching age 62. PCS funds are authorized.

**NOTE:** A minimum of two applicants will be selected for Nomination to NGB in accordance with CNGBM 9501.01, United States Property and Fiscal Officer, Appointment, Duties and Responsibilities.

**NOTE:** The final Applicant selected for Nomination to the Chief National Guard Bureau must prepare a secondary nomination package that includes all required documents IAW [CNGBM 9501.01](#), United States Property and Fiscal Officer, Appointment, Duties and Responsibilities, Enclosure D, Paragraph 4.

**NOTE:** The nominated applicant that is selected by NGB to serve as the USPFO must become a member of the Arizona National Guard (AZNG), prior to NGB issuing certified Title 10 AD Orders

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for this announcement:**

- **Detailed Personal Experience Resume (resumes must contain information relevant to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties and accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact. Education completed to include: major fields of study, academic facility title and location, degrees earned and the year degrees were earned. Please ensure the following information is provided in the resume**

1. Rank and full name. 2. Complete home address. 3. Complete Unit address. 4. Home telephone number, including the area code. 5. Daytime telephone number, including area code (Defense Switched Network (DSN) if applicable). 6. Email address. 7. Statement addressing the total number of years of active Federal service or the basic active service date and mandatory removal date, mandatory separation date, or date of separation.

- **Biographical Summary (In accordance with National Guard Regulation NGR 600-100, 06 July 2020, “Commissioned Officers – Federal Recognition and Related Personnel Actions.”)**
- **Security Clearance. Applicants must provide evidence of a Top Secret security clearance. If not in possession of a Top Secret clearance, provide evidence of a Secret security clearance and an upgrade to Top Secret must be initiated if selected for the position.**
- **Retirement point accounting statement. NGB Form 23 (ARNG) or AF Form 526 (ANG).**
- **Fitness Documents. Latest Army Combat Fitness Test Scorecard, DA Form 705 (ARNG), or Air Force Fitness Assessment Scorecard, AF Form 4446 (ANG).**
- **ANG Officers must provide a Current Report of Individual Personnel (RIP) and ARNG Officers must provide an Officer Record Brief (ORB). RIP can be obtained from the servicing Force Support Squadron. ORB can be obtained from OPM or MACOM.**
- **Last 5 Officer Performance Reports/Officer Evaluation Reports.**
- **Completion of two checklists (see attached) (one reflecting the applicant’s military component and one for Training and Experience).**

**APPLICATIONS MUST BE E-MAILED TO [NG.AZ.AZARNG.MBX.USPFO-RECRUITMENT@ARMY.MIL](mailto:NG.AZ.AZARNG.MBX.USPFO-RECRUITMENT@ARMY.MIL) by 1600 MST on the closing date shown above. Faxed or mailed applications will not be accepted, without prior arrangement with the AZNG Human Resources Officer (COL Meg Bielenberg at [margaret.e.bielenberg.mil@army.mil](mailto:margaret.e.bielenberg.mil@army.mil) or 602-629-4801),**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Applicants selected for nomination to NGB for consideration must provide all documentation as outlined in CNGBM 9501.01, Enclosure D, Paragraph 4.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their Detailed Resume how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application resume. Experience will be evaluated based on relevance to the position for which application is being made.

**Each applicant will ensure the attached checklists are filled out and returned with their application. Where a checklist requirement is incomplete, the applicant will clearly explain the status of compliance with the requirement.**

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**EQUAL OPPORTUNITY:** The Arizona 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.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

1. **Knowledge of Financial/Fiduciary responsibilities and requirements as outlined in U.S. Government laws, U.S. Military laws, regulations and directives.**
2. **Ability to interact all levels of a state Air and Army National Guard Joint Force Structure.**
3. **Ability to manage federal procurement within the AZNG and ensure that federal procurement procedures, statutes and regulations are used in all AZNG federal acquisitions.**
4. **Experience in the managing large military and/or civilian budgets and programs, to include funds execution, accounting, materials requisition, contracting and logistics management.**
5. **Ability to advise and assist all levels of the AZNG to ensure federal funds and federal property is used IAW applicable laws and directives.**
6. **Ability to effectively interact and communicate with the Chief of the National Guard Bureau (including appropriate functions/activities within the Bureau), and with The Adjutant General of the AZNG (including with senior leadership and unit/command level leadership in the Air, Army,**

**Joint forces and civilian (state agency) organizations).**

**7. Ability to advise and assist on “best practices” for managing federal funds and property for the various activities and programs in which the AZNG may be involved including, but not limited to, regular day-to-day operations, special/unique events and international partnerships.**

**SPECIALIZED EXPERIENCE:** Minimum of 3 years of experience, training and/or education in the fields of

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Financial Management, Federal Acquisition and/or logistics management. Civilian Education and Military Education will be commensurate for the grade of O-6 Colonel. USPFO applicants should be exceptionally well qualified upon appointment. **Of the minimum 3 years of experience, the successful candidate will have at least two years in a key full-time Federal acquisition, program, financial and/or logistical management role (e.g., Deputy USPFO, Comptroller, A8/G8/J8, A4/G4/J4, CFMO, or similar O5/O6 level leadership/management) with clear evidence of knowledge of/compliance with requirements pertaining to fiscal law, contracting, auditing, accounting and/or similar matters.**

**BRIEF JOB DESCRIPTION:** Incumbent will serve as an agent of the Chief National Guard Bureau (CNGB). USPFOs receive and account for all funds and property of the United States in the possession of the National Guard of a specified State, and ensure Federal funds are obligated and expended in conformance with applicable statutes and regulations. They make returns and reports on Federal funds and property as directed by the CNGB and the appropriate Service Secretary.

USPFO advises and assists the units/organizations/activities within the State to ensure Federal property is used IAW applicable Department of the Army (DA) or Air Force (DAF) directives as implemented by the CNGB. USPFO will take appropriate action, to include immediately notifying the Adjutant General (AG) and/or CNGB (as appropriate) to report irregularities, misuse or abuse of Federal property or funds issued to the National Guard of the State within their jurisdiction. If there are indications of criminal activity, the USPFO should notify the nearest Air Force Office of Special Investigations (AFOSI) or US Army Criminal Investigations Division (USACID) office, as appropriate. USPFOs act as Installation/Activity Directors of Logistics, Resource Management, and Contracting within their States and as such manage the logistics support, financial management and Federal procurement systems.

Upon mobilization of a supported unit, the USPFO provides that support necessary for the transition of the mobilized entity into Federal Active Duty status until its arrival at its mobilization station or point of embarkation if a direct deploying unit. The USPFO will further provide that support necessary for the mobilized unit on its return to home station until it is demobilized.

When performing his or her Federal procurement duties, USPFOs are subject to the direct supervision of the CNGB in his or her capacity as Head of a Federal Contracting Activity. Regardless of whether the USPFO has been awarded a Contracting Officer Warrant, he/she retains overall responsibility to CNGB for management of Federal procurement within the State and to insure that Federal procurement procedures, statutes and regulations are used in all Federal acquisitions.

The USPFO will operate and maintain a Data Processing Center (DPC) enable statutory accounting and accounting and reporting of Federal funds and property using common-core and Federal databases.

USPFO has a duality of responsibility with respect to their working relationships with the CNGB and the AG, who is the head of the State/Territory Military department and selected IAW the constitution of the State/Territory. USPFOs work for and are responsible to the CNGB to ensure that all applicable laws, regulations, policies, and procedures established by Congress, DOD, DA, and DAF, as implemented by the CNGB, are complied with in their State. On a day-to-day practical basis, USPFO work directly with the AG. They must be fully responsive to the AG and the needs of the State while maintaining an "arms-length" professional relationship. USPFOs must cooperate with the AGs and fully support them, their programs and priorities within the limits established by applicable laws and regulations. Adjutants General are encouraged to fully utilize the expertise of the USPFO as a resource in determining optimal methods of accomplishing their program goals.

Although the USPFOs may delegate the day-to-day administration of their duties, they always retain ultimate accountability and responsibility.

**NOMINATING OFFICIAL:** Maj Gen Kerry L. Muehlenbeck

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## United States Property and Fiscal Officer Nominations Process Checklist Personnel/Administrative Source Documents

	<b>Name:</b>	<b>State:</b>					
	<b>MRD:</b>	<b>DOB:</b>	<b>AGE 60:</b>	<b>AGR/MILTECH</b>	<b>Go</b>	<b>No Go</b>	<b>N/A</b>
<b>Tab A</b>	Governor Memorandum and TAGs Informal Recommendation Letter						
<b>Tab B</b>	MFR verifying Officer's BASD, AFS, PEBD, MRD, and Status (i.e. AGR/Tech/MDAY) from HRO - Note, whether or not Officer is qualified for a civil annuity						
<b>Tab C</b>	Waivers/Exceptions (serving out of Branch, etc.)						
<b>Tab D</b>	MFR indicating Officer's knowledge of MRD extension to serve as USPFO. (only applies to Nominees turning 60 before end of original 6-year orders)						
<b>Tab E</b>	Inspector General Investigation (completed by NGB-CT HR Staff)						
<b>Tab F</b>	Army - Soldier Record Brief DA Form 4037						
<b>Tab G</b>	Army - Officer's DA Photo (current)						
<b>Tab H</b>	Army - Training and Experience Checklist (filled out)						
<b>Tab I</b>	Army - Biographical Summary (IAW NGR 600-100, Appendix H)						
<b>Tab J</b>	Army - Officer's Resume (no format)						
<b>Tab K</b>	Army - Retirement Point Accounting System (RPAS) statement NGB Form 23						
<b>Tab L</b>	<b>Source Documents Verifying the following:</b>						
	Highest Military Education - DA Form 1059 and Diploma/AF Equivalent						
	Highest Civilian Education - Diploma						
	Certificates of Training - (see Training and Experience Checklist)						
<b>Tab M</b>	Army - Officer Evaluation Reports - Five most current and profiled in the Evaluation Entry System.						
<b>Tab N</b>	Army - Top Secret Security Clearance Verification Memo (Secret Clearance acceptable - if selected initiation of TSC is required before Appointment)						
<b>Tab O</b>	Army- IMR (PHA other than green requires verification memo from State SG)						
<b>Tab P</b>	Army - Profile if Applicable						
	Army - Last Two Record ACFT - DA Form 705 - (AGR within six months, Technician or MDAY within one year, 60 pts each category)						
	Army - Body Fat Sheet/5500: (within six months if applicable) (AR 600-9, Chapter 20, Table 2)						
	Comments:						



## United States Property and Fiscal Officer Nominations Process Checklist

Personnel/Administrative Source Documents

	Name:	State:				
	MSD:	DOB:	AGE 60:	Go	No Go	N/A
<b>Tab A</b>	Governor Memorandum and TAGs Informal Recommendation Letter					
<b>Tab B</b>	MFR verifying Officer's BASD, AFS, PEBD, MRD, and Status (i.e. AGR/Tech/TDG) from HRO - Note whether or not Officer is qualified for a civil annuity					
<b>Tab C</b>	Waivers/Exceptions (serving out of Branch, etc.)					
<b>Tab D</b>	MFR indicating Officer's knowledge of MSD extension to serve as USPFO. (only applies to Nominees turning 60 before end of original 6-year orders)					
<b>Tab E</b>	Inspector General Investigation (completed by NGB-CT HR Staff)					
<b>Tab F</b>	Air - Air National Guard Officer vMPF - Record Review RIP (current)					
<b>Tab G</b>	Air - Officer's Official Photo (current)					
<b>Tab H</b>	Air - Training and Experience (filled out)					
<b>Tab I</b>	Air - Biographical Summary (IAW NGR 600-100, Appendix H)					
<b>Tab J</b>	Air - Officer's Resume (no format)					
<b>Tab K</b>	Air - Point Credit and Accounting System (PCARS) vMPF					
<b>Tab L</b>	<b>Source Documents Verifying the following:</b>					
	Highest Military Education - DA Form 1059 and Diploma/AF Equivalent					
	Highest Civilian Education - Diploma					
	Certificates of Training - (see Training and Experience Checklist)					
<b>Tab M</b>	Air - Officer Performance Report (AF Form 707) - Five most current and fully approved					
<b>Tab N</b>	Air - Top Secret Security Clearance Required for Appointment to USPFO (Secret Clearance acceptable - if selected initiation of TSC is required before Appointment)					
<b>Tab O</b>	Air - PHA Verification Memorandum from SG					
	AF Form 422 (outlined in AFI 48-123, Chapter 10) - (see above block)					
	AF Form 469 (Duty Limiting Condition Report) if applicable					
<b>Tab P</b>	Air - Record of Individual Fitness Tests - Last Two					
	Comments:					

**United States Property and Fiscal Officer  
Nominations Process Checklist  
Personal Qualifications Training and Experience**

	<i>NA</i>	<i>Y</i>	<i>N</i>	<i>Year</i>
Certified Public Accountant (CPA)				
Certified Defense Financial Management Course (CDFM)				
<b>Tier 1 PFO 101</b>				
Fiscal Law				
PFO Operations				
<b>Tier 1 PFO 102</b>				
Cooperative Agreements				
CFMO/BCE Operations				
<b>Tier 2</b>				
Army Logistical Management				
Air Logistical Management				
Army Financial Management				
Air Financial Management				
<b>Tier 3</b>				
NGB COTR/Claims Management and Avoidance				
Appropriations Law				
Enhanced Defense Financial Management Training (EDFMT)				
<b>Tier 4</b>				
Contracting Officer's Representative - CLC 106				
Simplified Acquisitions Procedures - CON 237				

**Years Experience**

	<i>NA</i>	<i>&lt; 2</i>	<i>&lt; 3</i>	<i>&gt; 4</i>
Deputy USPFO				
Comptroller				
Financial Management				
Contracting Management				
Internal Review				
Facilities Management/Maintenance				
Transportation				
Personnel Finance				
Defense Travel Service				
Supply and Service Management				
Data Management				

**Years Experience**

	<i>NA</i>	<i>&lt; 2</i>	<i>&lt; 3</i>	<i>&gt; 4</i>
Brigade Commander				
Wing Commander				
Director / Group Commander / Vice Wing Commander/CoS				
Battalion Commander / Squadron Commander				