

NATIONWIDE
Arizona Air National Guard

Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 20-323A	OPENING DATE: 31-Aug-2020	CLOSING DATE: 22-Sep-2020
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: Budget Officer, D1698000, GS-0560-12, 2Lt/O1-Maj/O4, MPCN:009527650J
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APPOINTMENT FACTOR: OFFICER <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/>	AFSC: 65F3
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members and those eligible for membership in the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**
NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.
NOTE: MUST POSSESS AFSC 65F1.
NOTE: Placement/Promotion to Maj is contingent upon Control Grade Availability.

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 all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. <u>NO BINDERS OR BOUND DOCUMENTS PLEASE.</u>
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NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.

2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

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

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application 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 (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Skill in the identification, analysis and resolution of a range of budgetary problems.
2. Knowledge of the goals, objectives, workforce composition, work methods and functions of base operations programs sufficient to enable the incumbent to determine whether requests for funds and expenditures are proper, necessary and timely.
3. Knowledge of the installation accounting system and related documents in order to locate and analyze data pertaining to the budgets for substantive programs.
4. Skill in analytical reasoning and ability to apply that skill to the identification, analysis and conceptualization of budgetary problems and develop.
5. Ability to develop alternative methods of funding; formulate budget estimates for programs in which objectives, work processes, staffing needs (man days) and funding requirements have changed to the extent that re-budgeting is required.
6. Ability to develop and administer budget execution (annual work) plans for base operations activities, which necessitate reprogramming throughout the year

SPECIALIZED EXPERIENCE: Must have at least 24 months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrates the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. The candidate must also show the ability to lead military and civilian personnel.

BRIEF JOB DESCRIPTION: This position is located in the Air National Guard (ANG) Wing, Financial Management Division, 162d Comptroller Flight. The incumbent will serve as the Budget Officer. The purpose of this position is to accomplish budget formulation, trend analyses, and execution evaluation of Federal funds provided by the Air National Guard and Department of Defense (DoD) components to the assigned wing/units. Incumbent is recognized as a technical authority on matters of fiscal and budgetary policy, law, and regulatory guidelines for the organization. The incumbent is responsible for budgetary functions including administration of the Resource Management System (RMS) and accomplishes budget duties in support of state and Federal Air National Guard operations, training, and readiness missions. Finally, the incumbent will be responsible in supervising and leading the military personnel they oversee.

SELECTING OFFICIAL: Maj John Meyer (john.meyer.21@us.af.mil) DSN 844-6329
