

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>

<b>ANNOUNCEMENT NUMBER:</b> 16-USPFO	<b>OPENING DATE:</b> 6 JUN 2014	<b>CLOSING DATE:</b> 30 JUN 2016
---	------------------------------------	-------------------------------------

<b>POSITION TITLE, GRADE AND POSITION NUMBER:</b> USPFO OFFICER, Colonel-06 or Lieutenant Colonel-05. NGB Title 10 Position
--

<b>APPOINTMENT FACTOR:</b> OFFICER <input checked="" type="checkbox"/>
--

<b>LOCATION OF POSITION:</b> USPFO Complex, Phoenix, Arizona
--

<b>AREA OF CONSIDERATION:</b> 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. PCS funds are authorized.
--

<b>NOTE:</b> A minimum of three applicants will be selected for Nomination to NGB in accordance with NGR 130-6/ANGI 36-2, United States Property and Fiscal Officer, Appointment, Duties and Responsibilities.
--

<b>NOTE:</b> The final Applicant selected for Nomination to the Chief National Guard Bureau must prepare a secondary nomination package that includes all required documents IAW NGR 130-6/ANGI 36-2, United States Property and Fiscal Officer, Appointment, Duties and Responsibilities, Paragraph 3-3, Appendix A-1.
---

<b>NOTE:</b> 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 for appointment as the AZNG USPFO.
--

**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.**

- **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 Military Personnel Flight (MPF). 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@MAIL.MIL](mailto:NG.AZ.AZARNG.MBX.USPFO-RECRUITMENT@MAIL.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 (LTC Brian C. McNeil at [brian.c.mcneil.mil@mail.mil](mailto:brian.c.mcneil.mil@mail.mil) or 602-629-4801),**

---

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

1. Applicants selected for nomination to NGB for consideration must provide all documentation as outlined in National Guard Regulation (NGR) 130-6/ANGI 36-2, Paragraph 3-3 Appendix A-1.

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

---

**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.**

---

**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:**

- 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 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 financial and/or logistical management role (e.g., Deputy USPFO, Comptroller, A8/G8/J8, A4/G4/J4, 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.

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 Michael T. McGuire

---

AIR	<p align="center"><b>United States Property and Fiscal Officer</b>  <b>Air Applicants - AZNG Recruitment Process</b>  <b>Nominations Process Checklist</b>  <b>Personnel/Administrative Source Documents</b></p>			
	<b>Name:</b>	<b>State:</b>		
		<b>Go</b>	<b>No Go</b>	<b>N/A</b>
<b>Tab A</b>	Air - Air National Guard Officer vMPF - Record Review RIP (current)			
<b>Tab B</b>	Air - Officer's DA Photo (current)			
<b>Tab C</b>	Air - USPFO Data Matrix (completed by NG-J8-PF HR Staff)			
<b>Tab D</b>	Air - Biographical Summary (IAW NGR 600-100, Appendix H)			
<b>Tab E</b>	Air - Officer's Resume (no format)			
<b>Tab F</b>	Air - Point Credit and Accounting System (PCARS) vMPF			
<b>Tab G</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 H</b>	Air - Officer Performance Report (AF Form 707) - Five most current and fully approved			
<b>Tab I</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 J</b>	Retention Physical (to include all age/clinically appropriate labs and screenings). Physical will be administered at an Active Component (Army or Air) MTF or MEPS. The physical must be documented on a DD2808 and DD2807-1. In Block 6c of DD Form 2807-1 and 15c of DD Form 2808 respectively, the "Purpose of the Examination", select "OTHER" and specify "USPFO Nominee". In addition, the nominee will ensure he/she has a current AF 422 with updated PULHES on record. After completion, the USPFO recommended candidate will e-mail the physical and current AF 422 to the National Guard Bureau Air Surgeon's Office at usaf.jbanafw.ngb-sg.mbx.sg-go-ead-review@mail.mil. The National Guard Bureau Air Surgeon's Office will review the physical and certify the AF 422 with the nominee's medical qualifications to serve as the USPFO. Add AF 422 to this checksheet and forward the complete personnel package to NG-J85. POC for ANG Surgeon's Office is SMSgt Powell (240) 612-9936.			
	AF Form 422 (outlined in AFI 48-123, Chapter 10) - (see above block)			
	AF Form 469 (Duty Limiting Condition Report) if applicable			
<b>Tab K</b>	Air - Record of Individual Fitness Tests - Last Two			
	Comments:			

<b>ARMY</b>	<b>United States Property and Fiscal Officer</b> <b>Army Applicants - AZNG Recruitment Process</b> <b>Nominations Process Checklist</b>			
	<b>Name:</b>	<b>State:</b>		
		<b>Go</b>	<b>No Go</b>	<b>N/A</b>
<b>Tab A</b>	Army - Soldier Record Brief DA Form 4037 (w/DA Photo within 12 months)			
<b>Tab B</b>	Army - Biographical Summary (IAW NGR 600-100, Appendix H)			
<b>Tab C</b>	Army - Officer's Resume (no format)			
<b>Tab D</b>	Army - Personnel Qualification Record (PQR GPFM-1790) report must be accurate and updated			
<b>Tab E</b>	Army - Retirement Point Accounting System (RPAS) statement NGB Form 23			
	<b>Source Documents Verifying the following:</b>			
<b>Tab F</b>	Highest Military Education - DA Form 1059 and Diploma/AF Equivalent			
	Highest Civilian Education - Diploma			
	Certificates of Training - (see Page 2 of the Nominations Checklist)			
<b>Tab G</b>	Army - Officer Evaluation Reports - Five most current and profiled in the Evaluation Entry System.			
<b>Tab H</b>	Army - Top Secret Security Clearance Required for Appointment to USPFO (Secret Clearance acceptable - if selected initiation of TSC is required before Appointment)			
 <b>Tab I</b>	Chapter 3 - Retention Physical (to include all age/clinically appropriate labs and screenings). Physical will be administered at an Active Component MTF or MEPS. In Block 6c of the 2807-1 and 15c of the 2808 respectively, the "Purpose of the Examination" select "OTHER" and specify "USPFO Nominee". After completion, the physical will be uploaded to the Medical Action Tracking System (MATS) for review by the ARNG Office of the Chief Surgeon. Officers must contact their Deputy State Surgeon for ARNG MATS locations (MATS is an ARNG Program). Once approved in MATS add the Surgeon's memorandum to Tab "O" of the personnel package and forward to NG-J85 when package assembly is complete. Note: The MATS operator, when prompted for category/action should select "GO Physical" for this action (temporary fix until a category/action is made available for USPFO Nominee).			
<b>Tab J</b>	Army - Profile if Applicable			
	Army - Last Two Record APFT - DA Form 705 - (AGR within six months, Technician or TDG within one year, 60 pts each category)			
	Army - Body Fat Sheet/5500: (within six months if applicable) (AR 600-9, Chapter 20, Table 2)			
	<b>Comments:</b>			

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

	NA	Y	N	Year	Certificate (Y or N) Please attach if "Y"
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 of Experience**

	NA	< 2	< 3	> 4	Full-time (Y or N)
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**

	NA	< 2	< 3	> 4	Full-time (Y or N)
Brigade Commander					
Wing Commander					
Director / Group Commander / Vice Wing Commander/CoS					
Battalion Commander / Squadron Commander					



In Adobe Acrobat Pro X, the icon is a bit different. It is located under Tools/Content and it is the Add or Edit Text Box tool. It functions the same way as described previously.

