

***** Applications MUST be emailed to the HRO email ng.ar.ararnq.mbx.hro-jobs@mail.mil*****

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600
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<http://www.arguard.org/hro/indexhro.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-078A

OPENING DATE: 04 May 2019

CLOSING DATE: 18 May 2019

POSITION TITLE: Financial Management – Comptroller

MILITARY GRADE REQUIREMENTS: Officer, not to exceed Lt Col/O-5

LOCATION: 188th Wing, Fort Smith, AR, Air National Guard

NOMINATING OFFICIAL: Colonel Leon J. Dodroe

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All members of the Arkansas Air National Guard or those eligible for membership, and eligible for entry into the Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 65F3/4. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction (AFI) 36-2905. Prior to induction into AGR Program, selectee must meet all required medical standards in AFI 44-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th WG, and assigned to a compatible military position in AFSC 65F3/4. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES: Plans, organizes, develops techniques and establishes internal controls to manage financial services and analysis operations. Establishes performance standards, work schedules, and priorities. Develops, reviews, coordinates, and executes financial management plans to support peacetime, exercise, contingency, and wartime operations. Supervises, manages, and administers financial services and/or analysis activities. Interacts and coordinates with organizations on financial matters. Interprets financial directives. Advises, coordinates, and makes recommendations on validity and propriety of requirements, effective allocation and use of financial resources, and redistribution of resources within fund limitations. Coordinates on deficiencies noted in reports from audits and inspections. Provides forecasts of financial posture. Prepares, justifies, and submits financial plans,

budget estimates, and supplemental budget requirements. Ensures validity of obligations within the language of appropriation acts, current laws, and governing directives. Maintains statutory responsibility for preventing over-obligation of appropriated funds through funds certification. Collects, analyzes, and interprets resource data. Establishes procedures and safeguards against fraud and fund losses. Evaluates impact of legislative action, executive orders and Comptroller General decisions on financial operations. Formulates financial management policies and procedures. Prepares studies evaluating the effects of changes in policies, procedures, and technology. Prepares findings and recommendations for presentation to commander and staff. Maintains proficiency and trains others in financial management during contingency/war fighting operations.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: **Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararng.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file, unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. “YES” answers in Part IV of NGB 34-1 (except item 9) must be explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR)
2. **Current AF Form 422 within 5 Years** – Physical Profile Serial Report
3. **IMR reflecting PHA within 12 Months of closing date of announcement** - Individual Medical Readiness print out
3. **ANG Fitness Assessment Results** – for the past twelve months with passing scores;
4. **RIP** – Report on Individual Personnel
5. **SF 181** – Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
MSgt Jason Pierpoint
Human Resources SNCO
AGR Section