

# STATE WIDE VACANCY ANNOUNCEMENT (SWVA)

G1 ENLISTED PERSONNEL ARKANSAS NATIONAL GUARD BLDG 7202, ROBINSON MTC NORTH LITTLE ROCK, AR 72199-9600	DATE:	SWVA CONTROL NUMBER:
<b>OPEN TO:</b> Current members of ARARNG or those eligible to become members of the ARARNG	<b>Applications will be accepted until:</b>	
<b>POSITION TITLE, SERIES, GRADE, POS#:</b>	<b>APPOINTMENT FACTORS:</b> See Paragraphs Below	
<b>UNIT, LOCATION OF POSITION:</b>	<b>MINIMUM GRADE:</b>	<b>MAXIMUM GRADE:</b>

## **BACKGROUND:**

(1) Reference: DCSPER Directive 2025-04, State Wide Vacancy Announcement (SWVA) Procedures.

(2) Background: AR ARNG has been unable to fill the below NCO vacancy IAW AR 600-8-19 and the ARARNG MOI for EPS Board. Thus, this SWVA is hereby implemented to identify and assign Soldiers to voluntarily fill a Traditional NCO vacancy.

(3) **This is a Traditional “M-Day” position. It is NOT a full-time position.**

## **SOLDIER INCENTIVES:**

Any change in a Soldier’s MOS, except as provided by normal rank progression as outlined in DA PAM 611-21, is not allowed and will terminate that Soldier’s Select Reserve Incentive Program bonus, with recoupment. Accepting a SWVA slot is voluntary change of MOS and falls outside of normal rank progression. Applicants should contact the ARARNG Incentive Manager to determine any possible termination and/or recoupment actions that may result from accepting this position.

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Point of Contact for duty description:

Selecting Supervisor:

SWVA and EPS Oversight Authority:

## **APPLICATION INSTRUCTIONS:**

All applications must be submitted via email to the Enlisted Personnel Manager

[ng.ar.ararng.list.enlisted-promotions@army.mil](mailto:ng.ar.ararng.list.enlisted-promotions@army.mil)

## **APPLICATION CHECKLIST:**

- Letter of interest from the individual indicating desire to voluntarily transfer to the advertised position and meet all MOS and NCOES requirements within required timelines of DCSPER Directive 2025-04.
- Letter of acknowledgment from current unit commander. (If not on a current EPS list)
- Enlisted Record Brief (ERB) or Soldier Talent Profile (STP).
- Last 3 NCOERs. Memorandum may be provided to explain less than 3.
- Most Recent DA Form 705
- Most Recent Certified Height/Weight or DA 5500 or 5501, if exceed Screening Table Weight.

### **10-36B. MOS 36B--Financial Management Technician, CMF 36**

a. *Major duties.* The financial management technician performs duties specific to the following financial management processes: budgeting, disbursing, and accounting for government funds; payment for travel and commercial vendor services; pay support of Soldiers, DoD Civilians and contractors; and internal control operations. Duties for MOS 36B at each level of skill are:

(1) MOSC 36B1O. Financial management technician receives and posts funding, commitment and obligation documents to accounting and budget systems. Applies the basics of Fiscal Law, Accounts Payable, and Army Comptroller principles in the execution of job requirements. Exercises basic knowledge of General Fund Enterprise Business System. Receives and processes treasury checks for payment. Maintains disbursing files and prepares periodic financial reports. Receives, reviews, prepares and computes travel vouchers. Receives, reviews, and processes pay documents. Receives and reviews contracts, invoices and receiving reports. Prepares payment vouchers in accordance with various government regulations. Performs duties as cashier and conducts Financial Management Support Team operations.

(2) MOSC 36B2O. Financial management technician performs the duties shown in the preceding level of skill. Verifies accuracy of commitment registers, accounting documents and databases such as Operation Data Store (ODS), Logistics Information Warehouse (LIW), ITS.gov, Computerized Accounts Payable System (CAPS), and Deployable Disbursing System (DDS), as well as Planning Programming Budget Execution (PPBE) process, disbursing reports and documents, travel vouchers, vendor payments, and pay documents. Exercises the principles within Deployed Operations Resource Management and demonstrates familiarity with Enhanced Defense Financial Management processes and the Principles of Cost Analysis and Management. Plans, prepares and leads Financial Management Support Team operations.

(3) MOSC 36B3O. Senior financial management technician performs the duties shown in the preceding level of skill. Supervises and prepares training to support accounting, disbursing, budget, travel, military pay, internal control, and vendor services operations. Certifies accuracy of accounting, budget, travel, pay, disbursing and vendor pay documents. Exercises routine knowledge of Resource Management and Budget, Cost Management, Audit Readiness, and Army Comptroller duties and responsibilities. Performs internal control inspections in compliance with various government and Financial Management regulations.

(4) MOSC 36B4O. Senior financial management technician performs the duties shown in the preceding level of skill. Provides technical guidance to lower grade personnel in accomplishment of those duties. Supervises financial management operations. Serves as Senior Financial Management Analyst to prepare and brief statistical data. Demonstrates familiarity with Enhanced Cost Management, Audit Readiness and Contracting responsibilities. Serves as Financial Management Inspector to identify systemic trends that affect overall Financial Management theater operations.

(5) MOSC 36B5O. Senior financial management technician performs the duties shown in the preceding level of skill. Provides technical guidance to personnel in accomplishment of those duties and supervises financial management operations. Senior enlisted financial management advisors provide technical and operational advice to commanders on all matters relating to financial management. Exercises familiarity with the Defense Decision Support model. Exercises principles within the Defense Financial Management and Cost Management requirements. Senior enlisted financial management inspectors inspect all functions and activities of financial management.

(6) MOSC 36B6O. Senior Financial Management Advisor performs the duties shown in the preceding level of skill. The FM Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander, there are general requirements that a FM SGM must monitor and execute in the performance of his/her duties in order to ensure the health of the organization, development, and professional growth and guidance of the future enlisted leaders of the Finance Enlisted Corps. Plans, prepares and executes mission analysis to determine the level of finance support to theater operations. Provides direct mentorship, readiness and training oversight to all component subordinate detachments; serves as the conduit between the FM community and all supported external organizations; serves as the eyes, ears, and conscience of the commander with regard to Soldier morale, professional conduct and appearance of Soldiers within the organization; prevention of waste, fraud, and abuse of government funds; and ensures dignity and respect are afforded every Soldier within the organization.

b. Physical demands rating and qualifications for initial award or reclassification of MOS. Financial management technicians must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323321.
- (3) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.
- (4) Qualifying scores.
  - (a) A minimum score of 101 in aptitude area CL.
  - (b) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles.
- (5) No record of conviction of any crime involving moral turpitude.
- (6) No record of any information that might adversely reflect against the character, honesty, or integrity of the Soldier.
- (7) Formal training (completion of a resident course of instruction for MOS 36B, Finance Technician Course, conducted under the auspices of the U. S. Army Finance & Comptroller School) mandatory.

c. Reclassification. Must meet the above qualifications and all prerequisites IAW AR 614-200 Chapter 3-17 and AR 40-501 Chapter 3. Effective 1 June 2023, attendance at formal training is limited to personnel in the rank/grade of SSG/E-6 and below.

d. *Additional skill identifiers.* (Note: Refer to table 12-8 for (*Listing of universal ASI's associated with enlisted MOS*)). D6—Operational Data Analyst (personnel only).

e. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables,

- (1) *Table 10-36B-1.* Physical requirements.
- (2) *Table 10-36B-2.* MTOE.
- (3) *Table 10-36B-3.* Standards of grade TDA.