

Arkansas Army National Guard

Full Time National Guard Duty for Operational Support (FTNGD-OS) Position Vacancy Announcement

SECTION I: Administrative

(Authority: AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers)

Position Title: Financial Administrative Assistant (1 position)	Position Number: 26-085A	Open Date: 31 August 2026 Close Date: 15 September 2026
MOS/Branch of Position: Enlisted: Any, WO1-CW2: 153-series, O1-O2: 15A or 67J	Position PULHES: See medical below	NTE: E5-E6, WO1-CW2, O1-O2 NTE: O2
HRO Point of Contact		Duty Location
Human Resource Office Telephone #: 928-998-9177		AR ARNG AASF Camp Joseph T. Robinson, North Little Rock, AR 72199

SECTION II: Area of Consideration

(1) Members of the Arkansas Army National Guard (AR ARNG) who meet the requirements laid out in this announcement.

SECTION III: Qualification Requirements *(Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

1. Applicants must not be under a suspension of favorable personnel actions IAW AR 600-8-2.
2. Applicants must meet the Army medical retention standards IAW AR 40-501, Chapter 3.
3. Applicants must not be within 6 months of mandatory removal or expiration of term of service on the report date of the tour unless waived by The Adjutant General (TAG).
4. Applicants must have a record Army Fitness Test (AFT) taken within 6 months of the start date of the FTNGD-OS order. Applicants must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations.
5. Applicants must have a valid state issued driver's license. Must have an Army issued driver's license or be able to obtain one by the start of the duty position.
6. Applicants must have a favorable DD Form 2992 signed by a Flight Physician and your current ATP Commander.
7. Applicants must have a non-expired Government Travel Card (GTC) or be able to obtain one by the start date of the position.
8. The Soldier must not have served on any combination of operational support orders for more than 1,825 days in the previous 2,190 days IAW PPOM 24-012.
9. Applicants must not serve more than 17 years of Active Federal Service because of this duty.
10. Applicants must not be able to qualify for sanctuary as a result of the OS order unless a waiver is applied for through ARNG-HRH and approved by the DARNG prior to the issuance of the order.
11. Applicants must have a current negative HIV-1 test within 2 years of the projected report date.
12. Must be able to work without direct supervision.
13. Must be a self-starter, responsible, dependable, and well organized.

SECTION IV: Placement Factors

The AR ARNG is seeking only the best qualified applicants for this position. The selected applicant's performance will demonstrate a history of exceeding military standards. 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. Must meet the requirements of Army Regulation (AR) 600-9, Army Body Composition Program. Must meet the requirements of the Army Fitness Test IAW AR 350-1 prior to appointment.

SECTION V: Summary Of Duties

The Financial Administrative Assistant is a critical member of the resource management function at the Arkansas Army Aviation Support Facility. The primary purpose of this role is to perform analytical, technical, and administrative duties involving the formulation, justification, and execution of the organization's annual operating budget. A brief description of these duties includes, but is not limited to:

1. Serves as the primary point of contact for day-to-day budget and financial issues. Advises program managers, resource advisors, and commanders on all matters pertaining to fund availability, regulatory guidelines, and the proper, legal utilization of federal funds.
2. Formulates annual and multi-year budget estimates and financial plans for assigned programs. Collects, reviews, and consolidates budget submissions, developing detailed narrative justifications and presentation materials to defend funding requirements to higher headquarters.
3. Monitors and tracks budget execution by analyzing actual obligations and expenditures against planned spend plans. Identifies trends, evaluates variance, and recommends necessary reprogramming actions to prevent over-obligation or under-utilization of resources.
4. Utilizes current defense financial and accounting systems (e.g., GFEBS, DEAMS) to verify, enter, and adjust budgetary data across a variety of forms, schedules, and reports. Maintains accurate, auditable financial records in compliance with fiscal law.
5. Coordinates and guides year-end close-out procedures to ensure full and legal execution of all remaining funds. Resolves unmatched disbursements, clears outstanding obligations, and prepares final budgetary reconciliation reports.
6. Serves as DTS AO or ODTA for official travel.
7. Performs other duties as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to ng.ar.ararnq.mbx.hro-agr-applications@army.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. To be considered qualified, applicants must meet qualification requirements as of the closing date of this announcement. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Orders are subject to the availability of funding.

ATTACHMENT GUIDELINES. All documents will be in a single scrollable PDF file. Multiple attachments in a single email will cause your application to be disqualified. Your application will have the following naming convention: EOA_Lastname_Firstname.

A. Soldier Talent Profile (STP)

- Must be within 6 months of the closing date of the announcement.

B. Letter to the Hiring Official

- This letter will be used to address any discrepancies in the packet. If a discrepancy is found and it is not addressed in this letter, the packet will be disqualified. If there are no discrepancies, this letter is not needed.

C. MEDPROS Individual Medical Readiness (IMR) Report (with current PHA date.)

- Soldiers with any type of permanent profile must include a current copy of their DA Form 3349.
- PHA must not be overdue (within 15 months)

D. DA Form 705: Record AFT Scorecard

- Must be within 6 months of the closing date of the announcement.

E. DA Form 5500 (JUL 2026): Army Body Composition Screening and Assessment Worksheet

- Must be within 6 months of the closing date of the announcement.

F. Security Clearance Verification

- Must be within 6 months of the closing date of the announcement.
- Request a verification memo from ng.ar.aranng.persec.mil@army.mil.

G. Officer or Non-Commissioned Officer Evaluation Report: Last three years

- Missing reports must be explained utilizing Letter to the Hiring Official to address due or overdue reports not filed in the Soldiers IPERMS account (due or overdue is determined by the date on your last evaluation).

H. DA 5016: Retirement Accounting Statement

- Must be within 30 days of the closing date of the announcement.

I. SF 181: Race and National Origin Identification

- This form is required to be in the packet, but identifying your race or National Origin is optional.

Equal Opportunity

The Arkansas Army National Guard is an equal opportunity employer and prohibits employment discrimination based on race, color, and national origin. All applications for this position will receive equal consideration.