

Extended: "Closing Date"
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6175

POSITION VACANCY ANNOUNCEMENT 16-100a Open Date: 16 August 2016 Close Date: 16 September 2016

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: FINANCIAL MANAGEMENT COMPTROLLER

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: 175th CPTF, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220

SEQUENCE: #

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ENLISTED MEMBERS (TSgt/E6 to MSgt/E7) OF THE AIR NATIONAL GUARD.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to be move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Fulfill leadership expectations commensurate with rank and skill level, per AFI 36-2618 and CFETP 6F0X1. Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Performs in-depth analysis on complicated pay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Analyzes particular facts of financial transaction problem/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and applies pertinent Fiscal Laws, regulation, precedent decisions, and procedures to determine appropriate action for resolution. Analyzes and resolves tax processing problems based on Airman inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collection. Interprets data to identify problems, determines nature of the problem or issue, decides approaches to resolve issues, and recommends solutions for systemic changes to enhance operations. Incumbent researches, interprets, analyzes, and applies regulations, policies procedures, and legal decisions to work and/or resolve complex fiscal issues/problems regardless of the technical difficulties encountered. Performs other duties as assigned.

AFSC

AFSC: 6F071 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Applicants for enlisted positions must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECD, dtd 31 October 2015, Attachment 4. **Qualifying ASVAB scores: Must have a minimum score of 57 in general.**

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

1. NGB Form 34-1, **DATED 20131111** Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.
6. If Officer **last (3) three OPRs**

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Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: NGMD-AG-HRO
AGR BRANCH
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION