



DRILL STATUS GUARDSMAN OFFICER VACANCY ANNOUNCEMENT

175th WING

Budget Officer

CLOSING DATE: 13 Sep 2017

UNIT: 175th Comptroller Flight

AFSC: 65FX

AUTH GRADE: 2d Lt - Major

AREA OF CONSIDERATION: This is a commissioned officer position and is open to all members of the Maryland Air National Guard.

PREREQUISITES: Applicants must possess a Bachelor's or higher degree. Applicants must qualify for, or already possess, a SECRET clearance.

Enlisted Personnel Prerequisites:

- Must be less than 40 years of age at time of commissioning. The following rules apply:
 - o No enlisted time – must be no older than 35 at time of commissioning
 - o 1 year of enlisted time – must be no older than 36 at time of commissioning
 - o 2 years – 5 years of enlisted time must be no older than 37 thru 40 respectively
- Qualify on the Air Force Officer Qualification Test (AFOQT)
 - o Applicant must take prior to the Announcement Closing Date
 - o Call DSN: 243-6261/Comm 410-918-6261 to be scheduled
- Available to attend Total Force Officer Training (8 weeks)
- Qualify on Officer Appointment Physical Examination

1. POSITION DESCRIPTION:

This position has responsibility for all budgetary operations necessary to support the plans, programs, missions, and activities of the wing and its geographically separated units (GSUs). The primary purpose of this position is to provide management oversight and guidance for both budget formulation and budget execution according to the Resource Management System. The incumbent is recognized as the top technical authority regarding fiscal and budgetary policy, law, and regulatory guidelines for all organizations serviced by the Wing Budget Office. The incumbent fosters an environment conducive to teamwork among resource managers and decision-makers in meeting the objectives and goals of the Resource Management System. This incumbent accomplishes budget functions in support of state and federal Air National Guard operations, training, and readiness missions, and the contingency operations of its total force and joint service partners.

2. DUTIES AND RESPONSIBILITIES:

Oversees budget formulation, validation, compilation, and submission, requiring frequent contact with commanders, resource advisors, higher headquarters (NGB/FMA), and field counterparts. Operates the Resource Management System, a network of commanders, resource advisors, cost center managers, and technical advisors aligned to the Wing/GSU organizational structure and oriented towards the

management of appropriated funds and workdays for the accomplishment of unit missions. Serves as the principal author for local resource management policy development and publication. Serves as the principal budgetary advisor to senior leadership and top management personnel in maintaining balance, efficiency, and economy of operations to accomplish programmed objectives. Reviews initial funding (programmed or received) and devises and carries out apportionment to base organizations ensuring financial continuity between fiscal years. Follows up on approved distributions by ensuring the prompt and accurate loading of fund targets to the accounting and supply systems, and by notifying the affected unit's resource advisor. Monitors the execution of the overall annual operating budget. Reviews, analyzes, illustrates, and reports the differences between annual funding and actual expenditures for model-driven programs and discretionary funds on a continuous basis. Issues "Call" for unfunded requirements that meet NGB/FMA Budget Execution Review criteria ensuring timely notification, clear and concise instructions, and achievable "suspense's" for all required financial actions. Performs special studies and selective reviews of budgetary programs and procedures (e.g., conversions or mission changes/additions). Performs other duties as assigned.

3. SPECIALTY QUALIFICATIONS:

A candidate must have at least 36 months of financial budget experiences and competencies that provided in-depth knowledge of financial principles and procedures. Candidate must have a comprehensive understanding of the principles and concepts of the National Guard financial budget business program requirements. A candidate must have expanded experiences and training that demonstrates the abilities to lead, follow directions, read, retain, and understand a variety of instructions, regulations, policies and procedures.

MANDATORY:

- US citizen
- Be a current member of the Maryland Air National Guard
- Hold a current passing Air Force Physical Fitness Assessment score
- Hold a Bachelor's degree or higher from an Accredited Institution as defined by the US Office of Post-Secondary Education
- Have a passing AFOQT score
- Hold AFSC 65FX, or have the ability to complete the Financial Management Officer Course
- Hold, or have the ability to obtain a Secret security clearance

APPLICATION PROCEDURES:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by mailing the required application documents to the selecting official. Complete applications must be received no later than midnight on the closing date. Incomplete packages will not be considered for the position vacancy. Selecting officials have the right to hold package review boards prior to in-person interviews.

This position is a possible commissioning opportunity. Applicants seeking a commissioning must be able to complete the 8 weeks of accessions training as well as the technical school to earn the applicable AFSC. Commissioned applicants that do not already hold a 65FX AFSC must be able to complete 10 weeks of technical school to earn the AFSC.

Required Application Documents-

Organize packages in the following order:

1. Cover Letter introducing yourself and providing any other pertinent information.
2. Resume.
3. Last three OPRs (if applicable).
4. CURRENT Records Review RIP (if applicable).
5. CURRENT and PASSING Fitness Assessment Report (if applicable).
6. Official AFOQT print out (if applicable).
7. Copy of Official College Transcripts (certified copy not required).
8. Letters of Recommendation (optional—3 max).

Questions?

If you have any questions on package submission or specific position related questions, you may contact Lt Col Garman at 410-918-6578/DSN: 243-6578 or michael.r.garman.mil@mail.mil.

Mail vacancy applications to:

175 CPTF/CC
ATTN: Lt Col Michael Garman
2701 Eastern Boulevard
Baltimore, Maryland 21220-2899

MDANG Enlisted – Contact TSgt Jessica Hiatt for a Commissioning Application,
(410) 918-6473
Jessica.l.hiatt.mil@mail.mil

(NO ELECTRONIC PACKAGES WILL BE ACCEPTED)