

Alaska Air National Guard Announcement Number: **AKANG 09-102 * Amended_**** [DUAL TECHNICIAN ADVERTISEMENT-F295161](#)

Position Title: **BUDGET OFFICER (This is a commission opportunity)**

Required AFSC: **65FX**

Grade Requirement: **MIN O1 MAX O4**

UNIT/DUTY LOCATION: **168 ARW, EIELSON AFB, AK**

OPENING DATE: 8 OCT 2009

CLOSING DATE: *13 NOV 2009

OPEN: LOCALLY (Alaska Air National Guard members only)

WHO MAY APPLY/AREAS OF CONSIDERATION: Open to all AFSC qualified members of the Alaska Air National Guard and Full Time AKANG AGRs*. All members MUST meet the grade requirement and medical requirements outlined below IAW ANGI 36-101, Para 2-1. ** AKANG AGRs who do not possess advertised AFSC must sign a statement stating they will retrain to the required AFSC upon accepting the position within 12 months.**

SELECTING SUPERVISOR: Col Donald Wenke

VICE: Teeter

Duties: 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. Provides resource managers with necessary guidance, information, knowledge, and training to accomplish mission goals and objectives. Designs presentation materials for, chairs, conducts, and documents the quarterly meetings of the Financial Working Group (FWG). Designs materials for, briefs, and documents the quarterly Financial Management Board (FMB). Designs, develops, conducts, and documents resource management training for all personnel responsible for the management and expenditure of appropriated funds and workdays. Training includes initial review or continuation training of resource management processes, procedures, and requirements. Maintains the training records for all resource managers. Ensures that continuity documentation maintained by organizational resource managers is complete, up-to-date, and relevant. Serves as the principal author for local resource management policy development and publication. Interprets guidelines issued by the Office of Management and Budget (OMB), Congress, the Department of Defense (DoD), the United States Air Forces and Joint Services, the National Guard Bureau (NGB), and NGB/FMA and issues supplementary authoritative budget guidance. Ensures compatibility with financial goals and objectives issued by higher authority. Reviews, consolidates, approves, modifies, or disapproves budgetary data and reports submitted for consistency with goals, objectives, reasonableness, and accuracy. Presents budgetary briefings with supporting statistical data to senior leadership who use the data to defend budget and manpower requirements and as a basis for making military decisions. Presents the command's financial position and defends budget requirements to visitors and budget examiners. Develops data required for examining various options or scenarios related to budgetary issues that may adversely affect the organization. Develops and presents data in professional and readily usable form via electronic or hardcopy presentation. 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. Exercises technical authority and discretion in distributing appropriated funds and workdays, approving or disapproving expenditures, validating or invalidating unfunded requirements submissions, and determining the required degree of funds control measures based on interpretations of fiscal law, the ANG Financial Guidance, generally accepted accounting principles, and locally developed resource management policy. Exercises judgment and provides advice to commanders and resource advisors to ensure efficient, economical, and balanced use of funds. Provides executive direction based on program review and analyses of budgetary operations. Participates with senior leadership in policy development and program planning for Air National Guard, USAF, and Joint activities, including the recommendation of reprogramming actions to ensure the adequacy of funds for such missions and a balance between aviation and support activities. Oversees budget formulation, validation, compilation, and submission, requiring the frequent contact with commanders, resource advisors, higher headquarters (ANG/FMA), and field counterparts. Develops, prepares, presents, justifies, and defends analyses and summaries of budget performance at FWG and FMB meetings, staff meetings, impromptu meetings with senior leadership, related conferences, and during compliance or readiness inspections. Performs other duties as assigned.

Initial Eligibility Criteria:

Specialty Qualifications: IAW AFOCD:

3.2. Education. The following education is required as indicated for entry into this specialty:

3.2.2. A minimum of 12 semester hours in economics, accounting, and statistics subjects (6 of which must be in accounting) is mandatory.

**Applicants need to submit Current Records Review Rip (vMPF RIP)*
*See page 2 for All Required Documentation needed**

HOW TO APPLY: Interested applicants who meet the eligibility requirements listed above may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office (HRO), Bldg 49000, Room D-209, P.O. Box 5800, Ft Richardson, AK 99505-5800**. Applicants must type or print in legible dark ink and sign and date each application. Packets received without a signed and dated NGB Form 34-1 or incomplete packages will result in non-consideration and the application will not be forwarded to the selecting supervisor. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for but **MUST INCLUDE ALL OF THE BELOW LISTED DOCUMENTS** 1-4. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. **CURRENT** Fitness Test
3. World Wide Deployability statement (from the clinic)
4. Current Records Review Rip or VMPF Rip

Applications will only be accepted if they are physically received in the Human Resource Office (HRO) by 1600 hours on the closing date of the vacancy announcement, or if mailed, postmarked by the closing date of the vacancy announcement. **No exceptions will be made.** HRO highly recommends applications be mailed certified return receipt and well in advance of the closing date. U.S. government postage paid envelopes or distribution system may not be used in submitting applications.

QUESTIONS: Call SMSgt Catherine Pointer COMM (907) 377-8750, DSN 317-377-8750.
To verify receipt of application you may call HRO at 907-428-6247

1. Applicant must not have been previously separated "for cause" from active duty or an AGR tour.
2. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An SF Form 507 must be completed if physical is more than 30 days old. HIV test cannot be more than six (6) months old prior to the tour start date. Personnel age 40 or older are required to have a Risk Index calculated. If the Risk Index exceeds 10,000, a stress EKG is required. Retention physicals (every five years) and flight physicals are not valid physicals for accession into the AGR program.
3. Applicants must meet the fitness assessment standards IAW ANGI 10-248 at the time they are placed into the AGR program.
4. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade applicant **must indicate in writing**, willingness to be administratively reduced in grade when assigned to the position.
5. IAW ANGI 36-101, Para 2.6., "Initial tours may not exceed 6 years... Tours may not extend beyond an enlisted member's ETS or an officer's MSD (Mandatory Separation Date).
6. IAW ANGI 36-101, paragraph 2.1.3.7, applicant must be able to complete 20 years of active federal service prior to MSD for officer and age 60 for enlisted members. Exceptions may be considered by ANGR/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one four-year tour. Extensions will not be considered.
7. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.