

UTAH AIR NATIONAL GUARD

ANNOUNCEMENT #		DATE
AIR 13-503		29 January 2013
POSITION TITLE	MAXIMUM GRADE	AFSC
Budget Analyst	MSgt/E7	650X1
LOCATION OF POSITION		AREA OF CONSIDERATION
151 st CPTF, SLC, Utah		AGR On Board Only
VACANCY REQUIREMENTS		
Enlisted	Male/Female	
OPENING DATE		CLOSING DATE
29 January 2013		14 February 2013
Concurrent with Tech announcement Air 13-021		

**UTAH NATIONAL GUARD
FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:**

**UTAH NATIONAL GUARD
ATTN: HRO-AGR-Air
12953 S. Minuteman Drive
DRAPER, UTAH 84020-9286
TELEPHONE: (801) 432-4237**

**APPLICATIONS SUBMITTED IN POSTAGE
PAID FEDERAL ENVELOPES ARE IN
VIOLATION OF 18 USC SECTION 1719 AND
WILL NOT BE CONSIDERED.**

**FAXED APPLICATIONS WILL NOT BE
ACCEPTED.
<http://www.ut.ngb.army.mil/hro>**

A. ELIGIBILITY REQUIREMENTS:

- Enlisted personnel must possess an AFSC compatible with SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain. Enlisted grades SrA (E-4) or below must possess an awarded three or higher skill level in the AFSC. Enlisted grades SSgt (E-5) or higher must possess an awarded five or higher skill level in the AFSC. **EXCEPTION:** Enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level AFSC in the advertised duty AFSC. An AGR not possessing the advertised AFSC must meet the minimum eligibility requirements for the AFSC and must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- Must meet physical qualifications outlined in AFI 48-123.
- 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.
- Applicant for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding indicating that they will not qualify for a regular retirement.
- Applicant may not be selected for an initial AGR tour in grades E-8, E-9, O-4, O-5, or O-6 without approval from HRO.
- Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
- Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.
- If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
- Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

B. APPLICATION PROCEDURES: (Individuals who meet the basic qualification requirements must submit, as a minimum, the following forms):

- NGB 34-1, *Application for Active Guard/Reserve (AGR) Position*, (dated 5 Nov. 2010)
- Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- Most recent *Report of Individual Fitness* from Air Force Fitness Management System (AFFMS) (https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home)

IMPORTANT!!!

Please read **DISCLAIMER:** You the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the supervisor, the decision is final. Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents.

YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

OTHER:

- If selected, individual must have a current physical exam IAW AFI 160-43.
- As a condition of employment, the selectee agrees to attend all Unit Training Assemblies (UTA) and Annual Training (AT) with his or her unit of assignment.
- The basic duties, responsibilities and qualifications are described on the reverse.

SELECTING SUPERVISOR: Lt Col Linda Robles

VICE: VACANT

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE.

Performs budget formulation involving the preparation of detailed analyses of annual and/or multi-year budget estimates for assigned organizations/programs into a consolidated budget request. Analyzes assigned programs and interprets budgetary guidance to provide recommendations for local budget policy and procedures. Develops budget formulation assumptions, formats the organizational requirements for the serviced organizations, for the overall budget. Reviews, analyzes, edits, and consolidates budget submissions before submitting to Budget Officer and/or the Financial Manager (FM). Develops appropriate narrative justification statements and presentation material for budget submissions, unfunded requirements, and programmatic changes. Develops detailed programming and financial planning justification and documentation for inclusion into the Wing financial plan. Assists the Budget Officer in making formal presentations of the proposed submission to the FM, commanders, center managers, and resource advisors. Coordinates with NGB to appropriately defend estimates, answer specific questions, and provide clarification. Performs budget execution analysis of obligations incurred and actual expenditures of different sources and types of funding, such as one-year, multi-year, and no-year appropriations; reimbursement funds; and transfers of funds from other agencies. Identifies funding status, to include shortfalls, and provides guidance for the proper application of annual budget and/or allotment authority. Exercises technical expertise and recommends approval or disapproval of funding requests based on interpretations of fiscal law, regulation or policy. Receives funding documents for assigned programs. Allocates appropriated funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, quarterly projections, and approved funding. Performs analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives, and proposes reprogramming actions as necessary within assigned programs. Performs in-depth analysis of funding received versus projected expenditures for model-driven programs. Identifies trends and patterns, recommends ways to improve utilization of funds, suggests alternative funding approaches, and advises the Budget Officer, Financial Manager, commanders, center managers and resource advisors on the availability of funds. Evaluates the effect of cost and programmatic changes on the budget execution process. Identifies the need for transfer or reprogramming of funds between programs under the same budget account. Adjusts fund allocations as required. Verifies, enters and adjusts budgetary data in a variety of forms, schedules, and reports. Provides analytical guidance for year-end close out to ensure proper, legal and full utilization of funds. Provides financial advice, assistance, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to the Budget Officer, Financial Manager, commanders, center managers, resource advisors, and other staff members. Information may include details on budget submissions, unfunded requirements submissions, year-end closeout procedures, and other procedural guidance. Provides financial reports, trend analyses, rates of expenditures, and comparisons of actual performance to the financial plan, historical data, and identification of variances. Serves as a financial consultant on issues such as: budgeting strategies and techniques, use of financial management products, resource distribution, program priorities, financial forecasts and projections, and assists in development of annual, long-range and conversion financial plans. Designs, develops, conducts, and documents resource management training for personnel responsible for the expenditure of appropriated funds. Training includes initial review or update of financial management processes, procedures, and requirements. Serves as alternate chairperson to the Financial Working Group (FWG) and alternate advisor to the Financial Management Board (FMB). Provides organizational personnel with necessary information and knowledge to accomplish mission objectives. Uses automated financial management systems and computer-generated products as tools to accomplish financial management objectives. Confirms accuracy of automated system database information and advises the Budget Officer, resource advisors and accounting personnel of any significant problems. Uses various computer software and web-based programs to produce required financial reports, plans, schedules, etc. Presents effective analyses of financial management information regarding the expenditure of appropriated funds. Performs other duties as assigned.