

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

23 June 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-066

POSITION: Budget Analyst (D1979000) (GS-0560-07/09) EXCEPTED POSITION

LOCATION: 101st Maintenance Operations Flight, Bangor, Maine

SALARY RANGE:

\$39,179 to \$50,932 per annum **GS-07**

\$47,923 to \$62,297 per annum **GS-09**

CLOSING DATE: 14 July 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted (**E7 and below**) Technicians in the Maine Air National Guard.

AREA II - All Enlisted (**E7 and below**) of the Maine Air National Guard.

PERMANENT CHANGE OF STATION: PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in administrative, professional, technical, or other responsible work that demonstrates a knowledge of management principles and practices. The applicants must have the ability to analyze problems and draw logical conclusions and to communicate effectively with others.

SPECIALIZED EXPERIENCE: Must have twelve (12) months for GS-07 and twenty four (24) months for GS-09; experience, education, and/or training which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of installation procedures and processes for budget formulation.

2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Knowledge of and skill in applying the principles, practices, and methods of budget execution.
4. Skill in writing brief factual reports.
5. Skill in executing budgets and long term forecasting.

GS-09

1. Knowledge of Department of the Air Force and National Guard laws, regulations, policies, procedures and precedents that pertain to the budget analyst function.
2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Knowledge of and skill in applying the principles, practices, and methods of budget execution.
4. Knowledge of budgeting and financial relationships with workloads of organizational components.
5. Knowledge of the AVPOL program.

COMPATIBILITY CRITERIA: 2RXXX, 2AXXX, 2WXXX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 2RXXX, 2AXXX, 2WXXX

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to a Budget Analyst (i.e. Accounting, Business Administration, Finance).

Applicant must provide a copy of an unofficial or official transcripts to receive credit.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT

BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Classification)

a. INTRODUCTION:

This position is located in the Maintenance Group of an Air National Guard (ANG) flying Wing. The primary purpose of this position is to serve as the Budget Analyst for the Maintenance Group, accomplishing budget formulations, trend analysis, and execution evaluations of all Maintenance Group funding requirements. In addition to managing the Group's annual operations budgets, this position evaluates and manages the Wing's Aviation Petroleum, Oil & Lubrication (AVPOL) program. Serves as the Wing Refueling Document Control Officer (WRDCO) and as the Unit's Flying Hour Program Fund Manager; while also providing support to the supply functions within the Group.

b. DUTIES AND RESPONSIBILITIES:

1. Budget Analysis Responsibilities.

- a) Formulates annual maintenance operating budgets for incorporation into the overall Wing's annual financial plan. Analyzes budget needs for all Maintenance Group production squadrons, flights, and sections taking into consideration the interrelationships of all Group programs, activities, and special functions. Evaluates trends and operating costs which are used in projecting future commitments and obligations. Analyze completeness, accuracy, and reasonableness of all Maintenance Group operating budgetary information.
- b) Develops and issues guidance to, and coordinates with maintenance production squadron chiefs in the development of quarterly and annual maintenance operating budgets and budget estimates. Reviews, edits and consolidates maintenance operating budget estimates to ensure compliance with rules, regulations, and procedures. Prepares or edits narrative justifications for projected funding needs and submits to the Wing Budget Office.
- c) Reviews annual funding allocations received from the Wing Budget Office in conjunction with all Maintenance Group quarterly funding needs to ensure funding allocations are adequate to meet all projected requirements. Analyzes funding shortfalls and develops recommended programming changes/modifications to be presented to the Group Commander for approval. Prepares, justifies, and submits unfunded and unprogrammed requirements through the Maintenance Group Commander to the Financial Management Board. Performs in-depth, rigorous analysis of maintenance operating budget requests received from the maintenance production supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Develops recommendations for budgetary adjustments to support unanticipated changes in program operations or funding. Adjusts budgetary estimates and reprograms funds to accommodate unstable program operations in the maintenance production squadrons.
- d) Monitors the use and rate of expenditure of all Group operating funds through continuing dialogue with all squadron chiefs and review of written documents and records. Develops, performs and monitors internal control programs and procedures to identify potential over or under-obligations of maintenance operating funds. Prepares input on recommendations on internal control adjustments to the Maintenance Group Commander and Wing Budget Office.
- e) Gathers and analyzes budgetary data to prepare a variety of recurring and nonrecurring maintenance operating budget related reports required by the Wing Budget Office as well as National Guard Bureau

(NGB), major commands (MAJCOM), Air Force maintenance and funding offices. Applies accounting principles ensuring that all ledgers and documents are properly reconciled. Responsible for monthly and quarterly input of reports to the Base Budget Analyst, ensuring the accuracy of combined reports to higher headquarters.

2. WRDCO and AVPOL Program Responsibilities. Prepares and executes the annual AVPOL budget and tracks the obligation rate. Serves as the primary point of contact for projecting AVPOL funding requirements. Monitors fund expenditures to determine the rates of usage against command standards. Ensures the accuracy of billing conducted within the scope of the AVPOL program. Reconciles Defense Energy Support Center (DESC) interfund-billing/AirCard transactions with the AVPOL Data Management System. Researches and resolves any erroneous interfund billing issues. Inspects and audits AVPOL documentation. Prepares AVPOL status report to track the status of funds, flying hour cost and fuel consumption rate and reports the data to the Wing Staff, to include the Financial Management Board and Flying Hour Working Group. Prepares AVPOL funding estimate, Miscellaneous Obligation Reimbursement Document (MORD), at the end of each fiscal year to ensure outstanding charges are paid from the correct fiscal period. Responsible for monitoring Ground Service charges to assigned aircraft by mission/design/series (MDS) and serves as the wing point of contact for the Air-Card. In addition, the incumbent reviews higher headquarters (HHQ) reports and responds and validates expenditures to ensure that flying hour funds are properly recorded. Works with NGB staff on any and all issues pertaining to flying hour funding.

3. Supply Support Responsibilities. Identifies and validates requisitions from base organizations for the non-stock listed, sole source or technical order (T.O.) directed flying hour goods or services. Routinely coordinates with the Base Contracting Office, National Guard Bureau (NGB), DOD Logistics Centers and commercial sources to identify the source of supply being most advantageous to the Government. Coordinates the movement of assets into and out of Wing maintenance organizations. On a daily basis maintains a continuing dialogue with managers from Maintenance Production, Life Support, Maintenance Group, Operations Group, Logistics Readiness Squadron and Finance, in order to provide objective data and analysis for production and management decisions. Analyzes and evaluates historical trends and consumption patterns to ensure the following are prevented: requisitioning assets in excess of need or authorizations, turning in unserviceable assets without appropriate fault isolation/local repair activities being performed, cannibalizing assets prior to turn in to base supply or retention of carcasses.

4. Performs other duties as assigned.