



# ARMY M-DAY VACANCY ANNOUNCEMENT

<b>JFHQ-Colorado</b> <b>Attn:</b> COLORADO ARMY NATIONAL GUARD- G1 6848 S REVERE PARKWAY CENTENNIAL, CO 80112 For Email send to: SGT Arielle Melcher arielle.g.melcher.mil@mail.mil #720-250-1331	<b>Position open to males and females</b>  <b>Security Clearance Required:</b>  <input checked="" type="checkbox"/> SECRET	<b>ANNOUNCEMENT NUMBER:</b>  <h2 style="text-align: center;">JFHQ 18-112</h2> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>OPENING DATE:</b> 13 November 2018</td> <td style="width: 50%;"><b>CLOSING DATE:</b> 28 November 2018</td> </tr> </table>	<b>OPENING DATE:</b> 13 November 2018	<b>CLOSING DATE:</b> 28 November 2018
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<b>POSITION DESCRIPTION:</b> TITLE: Financial Mgmt NCO <b>Para/Lin:</b> 302B/03 MOS: 36B30 <b>MOS:</b> 36B30	<b>GRADE:</b> Maximum: E6 Minimum: E4	<b>OPEN FOR FILL:</b> <input type="checkbox"/> STATE <input checked="" type="checkbox"/> <b>NATIONWIDE</b>		
<b>UNIT OF ACTIVITY:</b> USPFO 660 S. Aspen STREET BLDG 1005 Buckley AFB, Aurora, CO 80011	<b>TYPE OF POSITION</b>  <input type="checkbox"/> COANG <input checked="" type="checkbox"/> <b>COARNG</b>			
<b>MILITARY ASSIGNMENT:</b> ARNG STAFF ELEMENT JFHQ CO 6848 South Revere Parkway Centennial, CO 80112	<b>EVALUATION FACTORS USED:</b> Review of individual applications and Personal interviews.			

**AREA OF CONSIDERATION:**

Open to current members of the Colorado Army National Guard in the Grades of E4 through E6 that hold a 36B series MOS or able to obtain 36B MOS within 1 year of accepting the position. Soldiers must be complete with NCOES and SSD complete for grade. Soldiers must either currently hold or be eligible to obtain a Secret security clearance within 1 year of accepting the position. All applicants MUST meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Applicants must have 36 months remaining on enlistment contract or be willing to extend.

**APPLICATION DOCUMENTATION**

**Qualified applicants must submit applications as described below to their current unit. Unit must provide and forward to the address in the Unit of Activity of this announcement. Applications received after 1700Hrs (MST) on the closing date will not be considered.**

1. Memo stating why you should be considered for this position, including previous assignments and accomplishments. Please include a good mailing address and contact phone #. Do not exceed 2 pages.
2. **PHYSICAL:** Individual Medical Readiness Record (MEDPROS) with last Periodic Health Assessment (PHA) within 12 months of closing date of announcement and HIV test less than 24 months old within 30 days after closing date.
3. Photocopy of last 5 **NCOERs (memo required for gaps in NCOERs)**.
4. **DA Photograph in Class A military uniform (ASU)**, three-quarter or full length, taken within the last 12 months.
5. Certified true copy of **ERB with ASVAB scores annotated**.
6. Copy of latest **APFT Scorecard (DA 705)** (must be less than 12 months old). Profiles must be attached, if applicable. Temporary profiles will be accepted on a case by case basis.
7. Copy of current RCAS APFT and HT/WT History (minimum 5 years)
  - Must have a **DD 5500 or 5501-R (Female)** attach if body fat content test required.
8. **NGB 23, NGB 23b** (RPAS Statement), retirement record (National Guard only)
9. Copy of current **Driver's License**
10. **Soldiers that are flagged will NOT be considered.**

**Applications without all required supporting documents will be returned without consideration.** Applications will be submitted to the Office and Address listed in the upper left hand corner. Qualified applicants will be contacted for interviews. After recommendation is approved the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation

**Qualified applicants will be contacted for interviews.** M-Day Soldiers selected to fill a vacant position, may be assigned to that position and may be promoted provided the Soldier is on a valid EPS list and meet all the promotion eligibility requirements. After recommendation is approved by the G1, the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation. Technicians must verify with the HRO for job compatibility.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

Performs internal control inspections in compliance with various government and Financial Management regulations. Financial Management NCO's provide technical guidance to lower grade personnel in accomplishment of those duties. Supervises financial management operations in the absence of Senior Financial Management NCO. Serves as a Financial Management Analyst to prepare and brief statistical data. Demonstrates familiarity with Enhanced Cost Management, Audit Readiness, and Contracting responsibilities. Serves as Financial Management Inspector to identify systemic trends that affect overall Financial Management theater operations. The Financial Management NCO has to be able to conduct a wide spectrum of Military, Technician, Travel, and Vendor pay actions. They are responsible for financial (pay and benefits) actions to include IDT, AT, ADT, ADSW, incapacitation pay, and enlisted bonuses for all state personnel. They ensure the prevention of pay related problems and provides input for the accurate and timely disbursement of funds. Interfaces with Military Personnel Management Office (MILPO) at state headquarters and Unit Administrators at all levels. +

## **Minimum Eligibility Criteria:**

Must meet requirements as stated in the "Areas of Consideration". Must not be under a current suspension of favorable personnel actions.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

## **For job information please contact the POC below:**

**POC:** CW3 Howard S. Bartee

**Phone:** 720-250-4081

**Email:** [howard.s.bartee.mil@mail.mil](mailto:howard.s.bartee.mil@mail.mil)