**MISSISSIPPI AIR NATIONAL GUARD**

**MILITARY POSITION ANNOUNCEMENT**

Air Active Guard/Reserve (AGR)

(Restricted)

**OPENING DATE:** 25 June 2019

**ANNOUNCEMENT NO:** 19-0607res

**CLOSING DATE:** 9 July 2019

**POSITION TITLE:** Comptroller

**MINIMUM GRADE:** Capt/O3

**MAXIMUM GRADE:** Lt Col/O5

**LOCATION OF POSITION:** ANG CRTC, Gulfport, MS

**MILITARY ASSIGNMENT REQUIREMENT:** Officer

**REQUIRED AFSC:** 65FX (Must currently hold AFSC)

Restricted to permanent on board AGR members of the Mississippi Air National Guard.

Promotion to Lieutenant Colonel is contingent upon availability of control grades.

**GENERAL:**

This position serves as the Financial Officer for the installation and dissimilar geographically separated units, with responsibility for managing all funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

Functions include the receipt, accounting, collection, safeguarding, and disbursement of government appropriated funds, and the likewise oversight authority and management of non-appropriated funds. As an agent for the U.S. Treasury, the incumbent is responsible for maintaining compliance with all regulatory and legal requirements; the overall integrity of accounting data; full disclosure of accounting information; sound reporting methods; analytical interpretation of the organization’s financial posture and solvency; and implementation, operation, and maintenance of the budget, accounting, payroll, and other financial systems. Provides financial advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Comprehends the unique mission, philosophy, and concepts of operation of commands or divisions subordinate to the Wing Commander in order to guarantee the financial success of related programs. Maintains a high level of mission awareness by regularly attending staff meetings, formal briefings, and spontaneous informal sessions. Serves as an agent of the US Treasury in the receipt, safeguarding, accountability, and disbursement of vendor payments, travel reimbursements, and pay entitlements in accordance with a wide variety of laws and precedents, including the Code of Federal Regulations, Comptroller General Decisions, DoD instructions, Air Force instructions and manuals, and Air National Guard instructions, manuals, and guidance. Manages the issuance of cash, checks, electronic funds transfers (EFT), and the disposition of supporting documents in payment of valid obligations of the U.S. Government. Ensures prompt, accurate, and correct payment to civilian and military personnel, travelers on temporary duty (TDY), commercial vendors, private contractors, and interdepartmental DoD agencies. Performs other duties as assigned.

**APPLICATION INSTRUCTIONS:** All applications must be submitted to Military Department, State of Mississippi, Attn: NGMS-HRO-AGM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to Military Department, State of Mississippi, Attn: NGMS-HRO-AGM, 1410 Riverside Drive, Jackson, MS 39202-1237.
Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report.

Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.

3. ANG Fitness Assessment Results.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.

2. Airman must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.

4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Officer Classification Directory (AFOCD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.