

**NEBRASKA ARMY NATIONAL GUARD  
DIRECTORATE OF PERSONNEL ADMINISTRATION  
ENLISTED PROMOTION SECTION  
2433 NW 24<sup>th</sup> STREET  
LINCOLN, NEBRASKA 68524**

***TRADITIONAL VACANCY ANNOUNCEMENT***

**Announcement Number:** 25-8ANAA-302A/01

**Closing Date:** Open until Filled

**Position Title & Unit:** Financial Management NCO,  
NE-JFHQ Position # 3323442

**Location:** Lincoln, NE

**Military Grade Range:** Minimum SPC/E4 - Maximum SSG/E6

**Military Requirements:** Designated CPMOS for this position 36B. A security eligibility of SECRET is required for this role. Must meet the physical demands requirements and qualifications of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQL and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21.

**Area of Consideration:** All eligible and available members of the Nebraska Army National Guard serving in the grade range listed above. In order to be promoted in this position, the Soldier must be fully qualified for promotion IAW AR 600-8-19.

**General Requirements:**

1. Currently assigned SPC/E4 - SSG/E6 of the Nebraska Army National Guard
2. Not currently "Flagged from Favorable Personnel Actions", under a "Bar to Reenlistment", or defined as "Stagnant".
3. Meet other requirements as stated in **Military Requirements** above.

**Summary of Duties:** Verifies accuracy of commitment registers, accounting documents and databases such as Operation Data Store (ODS), Logistics Information Warehouse (LIW), ITS.gov, Computerized Accounts Payable System (CAPS), and Deployable Disbursing System (DDS), as well as Planning Programming Budget Execution (PPBE) process, disbursing reports and documents, travel vouchers, vendor payments, and pay documents. Exercises the principles within Deployed Operations Resource Management and demonstrates familiarity with Enhanced Defense Financial Management processes and the Principles of Cost Analysis and Management. Plans, prepares, and leads Financial Management Support Team operations.

**Other Unit Unique Considerations/Requirements:** None

**Application Instructions:** Submit a completed "Traditional NCO Vacancy Application" by e-mail to "ng.ne.nearng.list.g1-epm@mail.mil" with a subject line of "**Vacancy Application 25-8ANAA-302B/01**" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA is not responsible for any malfunctions when using electronic means to transmit job applications.

Applicants may verify receipt of their application telephonically by calling (402)309-8152.

**10-36B. MOS 36B--Financial Management Technician, CMF 36**

a. *Major duties.* The financial management technician performs duties specific to the following financial management processes: budgeting, disbursing, and accounting for government funds; payment for travel and commercial vendor services; pay support of Soldiers, DoD Civilians, and contractors; and internal control operations. Duties for MOS 36B at each level of skill are:

(1) *MOSC 36B10.* Financial management technician receives and posts funding, commitment, and obligation documents to accounting and budget systems. Applies the basics of Fiscal Law, Accounts Payable, and Army Comptroller principles in the execution of job requirements. Exercises basic knowledge of General Fund Enterprise Business System. Receives and processes treasury checks for payment. Maintains disbursing files and prepares periodic financial reports. Receives, reviews, prepares and computes travel vouchers. Receives, reviews, and processes pay documents. Receives and reviews contracts, invoices and receiving reports. Prepares payment vouchers in accordance with various government regulations. Performs duties as cashier and conducts Financial Management Support Team operations.

(2) *MOSC 36B20.* Financial management technician performs the duties shown in the preceding level of skill. Verifies accuracy of commitment registers, accounting documents and databases such as Operation Data Store (ODS), Logistics Information Warehouse (LIW), ITS.gov, Computerized Accounts Payable System (CAPS), and Deployable Disbursing System (DDS), as well as Planning Programming Budget Execution (PPBE) process, disbursing reports and documents, travel vouchers, vendor payments, and pay documents. Exercises the principles within Deployed Operations Resource Management and demonstrates familiarity with Enhanced Defense Financial Management processes and the Principles of Cost Analysis and Management. Plans, prepares, and leads Financial Management Support Team operations.

(3) *MOSC 36B30.* Senior financial management technician performs the duties shown in the preceding level of skill. Supervises and prepares training to support accounting, disbursing, budget, travel, military pay, internal control, and vendor services operations. Certifies accuracy of accounting, budget, travel, pay, disbursing and vendor pay documents. Exercises routine knowledge of Resource Management and Budget, Cost Management, Audit Readiness, and Army Comptroller duties and responsibilities. Performs internal control inspections in compliance with various government and Financial Management regulations.

(4) *MOSC 36B40.* Senior financial management technician performs the duties shown in the preceding level of skill. Provides technical guidance to lower grade personnel in accomplishment of those duties. Supervises financial management operations. Serves as Senior 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.

(5) *MOSC 36B50.* Senior financial management technician performs the duties shown in the preceding level of skill. Provides technical guidance to personnel in accomplishment of those duties and supervises financial management operations. Senior enlisted financial management advisors provide technical and operational advice to commanders on all matters relating to financial management. Exercises familiarity with the Defense Decision Support model. Exercises principles within the Defense Financial Management and Cost Management requirements. Senior enlisted financial management inspectors inspect all functions and activities of financial management.

(6) *MOSC 36B60.* Senior Financial Management Advisor performs the duties shown in the preceding level of skill. The FM Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander, there are general requirements that a FM SGM must monitor and execute in the performance of his/her duties in order to ensure the health of the organization, development, and professional growth and guidance of the future enlisted leaders of the Finance Enlisted Corps. Plans, prepares and executes mission analysis to determine the level of finance support to theater operations. Provides direct mentorship, readiness, and training oversight to all component subordinate detachments; serves as the

conduit between the FM community and all supported external organizations; serves as the eyes, ears, and conscience of the commander with regard to Soldier morale, professional conduct and appearance of Soldiers within the organization; prevention of waste, fraud, and abuse of government funds; and ensures dignity and respect are afforded every Soldier within the organization.

b. Physical demands rating and qualifications for initial award of MOS. Financial management technicians must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323321.
- (3) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.
- (4) Qualifying scores.
  - (a) A minimum score of 105 in aptitude area CL on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 103 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 101 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  - (d) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles.
- (5) No record of conviction of any crime involving moral turpitude.
- (6) No record of any information that might adversely reflect against the character, honesty, or integrity of the Soldier.
- (7) Formal training (completion of MOS 36B course conducted under the auspices of the U. S. Army Financial Management School) required.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (*Listing of universal ASI's associated with enlisted MOS*)).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables,

- (1) *Table 10-36B-1.* Physical requirements.
- (2) *Table 10-36B-2.* MTOE.
- (3) *Table 10-36B-3.* Standards of grade TDA.