

Job Announcement Number

NE-121402335-TF-23-013

Overview

Job Title RESOURCE ADVISOR	Department Department of the Air Force
Agency Air National Guard Units	Hiring Organization N/A
Open & Closing Dates 09/22/2023 to 10/23/2023	Application Count N/A
Salary \$57,118.00 to \$74,250.00 Per Year; Announcement is open for 30 days and first review will be 6 Oct 2023.	Pay Scale & Grade GS-9
Locations Lincoln, Nebraska	Remote Job No
Telework Eligible Yes - as determined by the agency policy.	Travel Required Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed No	Appointment Type Permanent
Work Schedule Full-time	Service Excepted
Promotion Potential None	Job Family (Series) 0501 - Financial Administration And Program
Supervisory Status No	Security Clearance Secret
Drug Test No	Position Sensitivity And Risk Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process National security	

Summary

Summary

This National Guard position is for a RESOURCE ADVISOR, Position Description Number T5641000 and is part of 155 MXO, Nebraska Air National Guard.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

The public

Hiring Paths Clarification Text

THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a RESOURCE ADVISOR, GS-0501-9, duties include:

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.

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.

4. Performs other duties as assigned.

Requirements

Conditions Of Employment

Males born after 31 December 1959 must be registered for Selective Service.

Obtain/maintain the level of security clearance/background check required

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

THIS IS A FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81.

Qualifications

THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Information Security Specialist - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE: This position is located in 155th MXO Flight;

- Skill in collecting and analyzing data effectively, efficiently, and accurately;
- Skill in applying procedures and directives by reading and interpreting program material;
- Skill in presenting formal training presentations and briefings;
- Ability to prepare reports and presentation formats.

SPECIALIZED EXPERIENCE: Must have at least 24 months experience, education or training analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions. Experience preparing reports, plans, policies and various correspondence. Experience evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources. Experience utilizing the organization, its mission and the organizational staff procedures. Experience using quantitative and qualitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs. Experience developing the mission and work processes of programs throughout the military organization and multi level agencies. Experience in analytical and investigative techniques. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel?

Education

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Customer Service, Financial Concepts, Policies, and Principles, Financial Management, Financial Management Analysis, and Financial Management Systems

Required Documents

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE 155 MOF
2420 W Butler Ave
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/750772000>