
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2012-267

CHAPLAIN ASSISTANT / RESOURCE MANAGER

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 22 Oct 2012 Close of Business (COB)

****To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.**

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/OC (Arlington Hall 2 Arlington, VA)**. Must be Air Force Specialty Code (AFSC) **5R071**. Duties and Responsibilities: Serve as Chaplain Assistant and cost center manager for NGB Office of the Chaplain (NGB-OC). Responsible for all financial management of the NGB-OC budget to include preparation and execution of operating budget and financial plan. Monitors obligations and disbursements of funds for NGB-OC programs, travel costs and supply purchases. Responsible for budget process, tracking and execution of funds, travel arrangements/execution through Defense Travel System, and provide administrative support for the NGB-OC staff. Provides Chaplain Assistant support for federal and domestic operations, including Defense Support of Civil Authorities (DSCA) missions. Requires effective participation in the development of Program Objective Memorandum (POM) and ability to communicate effectively in providing customer service. Demonstrates knowledge of National Guard Domestic Operations matters, to include readiness, domestic response efforts, and religious pluralism and religious accommodation. Manages all NGB Chaplain Corps O&M and MilPers appropriations, to include processing of all Wide-area Workflow (WAWF) procedures, FM Suite, ABSS, Checkbook, and CRIS operations. Experience and background in AEF deployments as a Chaplain Assistant is highly desired. Performs additional duties as required.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil

