

VERMONT NATIONAL GUARD FTNGD-CD VACANCY

Announcement Number:	CDP 20-03
Position Title:	Counterdrug Budget Manager
Date of Announcement:	1 September 2020
Closing Date:	30 September 2020
Duty Location & Unit:	Army Aviation Support Facility, South Burlington, VT 05403
Grade, AFSC:	E3 – E7, MOS NON-SPECIFIC** (please see preferred experience below)
Period of Tour:	Tour starts on or about 1 November 2020
Selecting Official:	CW4 Kevin Carvey, 802-338-3518, kevin.j.carvey.mil@mail.mil
Counterdrug Office Point of Contact and Address:	SMSgt Jillian Rolla, 802-338-3412, jillian.rolla.1@us.af.mil 141 Shamrock Road Army Aviation Support Facility, Room 304 South Burlington, Vermont 05403
Area of Consideration:	*Current Soldier within the VTARNG* Applicants must currently hold the grade of E3 – E7
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

Minimum Qualification Requirements:

- Must have a passing APFT and Height/Weight within 6 months of ad closing date.
- Must have a current PHA and must not have a temporary profile / MRC3 or MRC4.
- Must undergo favorable drug testing upon entry on FTNGDCD.
- Female applicants must submit a pregnancy test within 15 days of the proposed state date.
- Must have a Secret Security Clearance or be able to obtain one if selected.
- Must have a favorable investigation/security check by LEA (Law Enforcement Agency).
- Must have a favorable interview by the Counterdrug Coordinator (CDC) or representative.

Other Requirements:

- While on FTNGD-CD orders, individual must maintain satisfactory military membership (i.e., attend regularly scheduled drills (IDT) and annual training (AT)) with their unit of assignment.
- Tours may be continued depending on the availability of funding, member's performance, and our customers' needs. Urinalysis testing is required upon entry to active duty, and personnel are subject to periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT / AT under the Army Substance Abuse Program.
- National Guard members participating in the Counterdrug Program are required to comply with state law and DOD 55000.7-R. Counterdrug personnel are required to uphold the highest standards of conduct and personal appearance.
- Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of the CDC.
- Must possess a valid state driver's license and must be able to operate military vehicles, equipment, and office machines within the unit of assignment.
- Applicants who are flagged, or should be flagged, for any reason will not be considered for FTNGD-CD

Preferred Experience:

- AFCOS, GFEBS, DTS, and have an understanding of Fiscal Law
- MOSs 42A or 36B (preferred but not required)
- Good organizational, computer and time management skills (able to work independently)
- Knowledgeable in MS Office programs and database systems
- Exceptional MS Excel knowledge

Duties and Responsibilities:

A Budget manager with the Vermont National Guard Counterdrug Program (VTNG CDP) will assist in program management by providing budget and administrative support.

- Responsible for program planning assistance, budgeting, analysis and evaluation of the VTNG CDP.
- Reviews, evaluates and analyzes obligations and expenditures. Summarizes and interprets significant data collected and relates this data to Counterdrug Coordinator (CDC) for plans, standards and actions; identifies and analyzes deficiencies in resource consumption.
- Analyzes funding for personnel, training and equipment programs to aid effectiveness and to identify deficient areas or trends. Independently or as assigned undertakes projects which involve surveys, comparisons and studies of current and past operations.
- Assists the CDC in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Aids functional areas in identifying areas of record documentation and procedures which can be streamlined, combined or improved and initiates methods to operate under the new or revised system.
- Advises CDC when manpower authorizations, based on analytical and statistical studies, appear unbalanced. Identifies and validates the manning required to support the mission assigned the organization by the use of various forecasting and statistical techniques.
- Performs duties of management information systems manager for the VTNG CDP. Develops, collects, and maintains various data used to evaluate and improve the VTNG CDP effort. Monitors data input and output products between the VTNG CDP budget function and data automation. Evaluates data from any source which is significant to the VTNG CDP operation.
- Prepares data for PBAC working group and represents the CDP at meetings.
- Attends training as assigned by CDC and/or NCOIC.
- PERFORMS OTHER DUTIES AS ASSIGNED.

Interested enlisted Soldiers will submit the following information:

- Letter of interest
- Resume
- Last 3 NCOERS (if applicable), newly promoted E-5's and below: letters of recommendations are encouraged but not required
- Enlisted Record Brief
- NGB Form 23B (Retirement Points History Statement)
- Current DA 705
- DA 5500-R or DA 5501-R (as required)

Submit applications NLT 30 September 2020 to:

SMSgt Jillian Rolla
141 Shamrock Road
South Burlington, Vermont 05403
OR email: jillian.rolla.1@us.af.mil

Miscellaneous:

- This is a FTNGD-CD position. Position funded until **30 September 2022**.
contingent upon the availability of funding

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.