



NATIONAL GUARD BUREAU

111 South George Mason Drive
ARLINGTON VA 22204-1382

NGB-EDU-10-001

09 November 2009

MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: T10 ADOS Enlisted Job Announcement

1. NGB-EDU Resource Management Branch is seeking applications from qualified applicants, in grades E5-E7, to support NGB Education, Incentives and Employment Outreach budget and contracting operations. Each selected applicant would be hired on T10 Active Duty Operational Support orders for a minimum of 365 days (1 year) tour, located at the Army National Guard Readiness Center in Arlington, VA.
2. Job Duties: Plans, programs, organizes and performs technical analysis as required, to expertly manage budget functions for programs within the NGB-EDU Division. Specific emphasis is on execution, reporting and tracking of resources, and the analysis and reconciliation of appropriated funds. Additionally, personnel may be required to assist in the development, administration and management of current NGB-EDU contracts. Other duties as directed by the Chief, NGB-EDU Resource Management Branch.
3. Required skills:
 - a. Accounting, budgeting, or contracting background
 - b. Working proficiency with Microsoft Office applications
4. Additional Requirements:
 - a. Up to date APFT (Pass) within established Army height/weight standards
 - b. Last 2 NCOER's
 - c. Active secret clearance
5. Preferred:
 - a. Associates (or higher) degree in Finance, Accounting, Business, or a related field of study b. 2 years of cost, budget, or analytical experience
 - c. Experience working at the State (or higher) level
6. Documents needed to apply:
 - a. Resume with up to date job experience, references and other relevant information, including contact information
7. The point of contact for this message is MAJ Phillip R. Watson, DSN 321-7653, commercial 703-601-7653, or phillip.ryan.watson@us.army.mil

DIANA A. CRAUN
LTC, FI
Chief, Education, Incentives
and Employment Division

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1. [EIOM 10-001 \(IN\)](#)
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[Checklist.pdf](#)