

AIR NATIONAL GUARD
Comptroller Flight
187TH FIGHTER WING, MONTGOMERY, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #23-009

OPEN DATE: 10 NOVEMBER 2022

EXPIRATION DATE: 9 DECEMBER 2022

This announcement is open to all current members of the Alabama Air National Guard.

Number of Positions:	1
Title:	FINANCIAL MANAGEMENT TECHNICIAN
Position Number:	0113212134
Minimum/Maximum Grade Authorized:	A1C - SSgt
Required ASVAB	General: 57
Duty AFSC:	6F0X1
Security Clearance: Unit/Duty	Secret
Location:	187 th Fighter Wing Comptroller Flight (CPTF) Montgomery, Al

Selecting Official: Lt Col Stephen D. Moorhead

For more information about this position or the unit of assignment, please call: 334-394-7476

Promotion to the highest grade may not be supported by the units manning authorizations.

APPLICATION REQUIREMENTS

NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position; Dated 11 Nov 13)

- Announcement number and position title must be annotated on the form (i.e. 21-XXX).

Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)

- RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF)
- Select Record Review and Print/View All pages (vMPF instructions)

Report of Individual Fitness (Must Be Current)

- myFitness Report: Must be Current and passing.

AF Form 422, Physical Profile Serial Report

- Must be signed and validated within 12 months from your Medical Group (working copy is acceptable)

DD 214 (Certificate of Release or Discharge from Active Duty)

- Former Active Duty members only

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

Mail, hand carry, or email completed application packages to:

JFHQ-AL MDM
ATTN: MSG JIMMY L. ACOFF
jimmy.l.acoff.mil@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711

All emailed packages must be in a single PDF

DUTIES AND RESPONSIBILITIES:

The information below was taken for the AFECD, 30 Apr 22
(https://mypers.af.mil/app/answers/detail/a_id/7504/kw/afecd).

FINANCIAL MANAGEMENT AND COMPTROLLER (Changed 31 Oct 21)

1. Specialty Summary. Provides financial decision support, services, and resources to support the Air Force's war-fighting mission. Performs, supervises, manages and directs financial management activities both at home station and deployed locations. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes budget execution plans. Performs audits and implements fraud prevention measures. Related DOD Occupational Subgroup: 154100.

2. Duties and Responsibilities:

- 2.1. Provides customer service. Advises, interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.
- 2.2. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.
- 2.3. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial reports.
- 2.4. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.
- 2.5 Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and execution plans and reports. Analyzes financial execution, identifies and explains variances, and prepares narrative justification to support financial requirements.
- 2.6. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.
- 2.7. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.
- 2.8. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.
- 3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.
- 3.3. Training. The following training courses are mandatory as indicated:
 - 3.3.1. For award of AFSC 6F031, completion of the basic financial management and comptroller apprentice course.
 - 3.3.2. For award of AFSC 6F051, completion of the Financial Management Journeyman Course (FMJC).
 - 3.3.3. For award of AFSC 6F071, completion of the financial management and comptroller craftsman course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 6F051. Qualification in and possession of AFSC 6F031. Experience in financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.2. 6F071. Qualification in and possession of AFSC 6F051. Experience in performing or supervising activities of financial management such as customer service, financial analysis document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.3. 6F091. Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.

3.5. Other. The following are mandatory as indicated: 3.5.1. See attachment 4 for entry requirements.

3.5.2. For entry into this specialty (retraining only), certification by the Wing Comptroller Superintendent that the individual is acceptable for entry and recommendation for acceptance by the MAJCOM Functional Manager, Financial Management (6F0XX) and/or AF Career Field Manager. This requirement does not apply to ANG.

3.5.3. For entry into this specialty, the member must have the ability to obtain the required Department of Defense Financial Management (DoD FM) Certification IAW the FY2012 National Defense Authorization Act. Reference DOD Instruction 1300.26 for requirements.

3.5.4. For entry, award, and retention of this AFSC: 3.5.4.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.

3.5.4.2. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

3.5.5. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

The information below was taken from ANGI 36-101, 21 April 2022.

5.1. Accession Standards. Reference this Chapter and **Attachment 2**, AGR Eligibility Checklist, to assist in the accession of an AGR (to include occasional and AGR deployment backfill tours). Members selected for AGR tours must meet the medical retention standards outlined in DAFMAN 48-123 and the USAF Medical Standards Directory. An Airman with a Mobility Restriction annotated on an AF Form 469 at the time of his/her AGR package evaluation will not be eligible to start an AGR order. However, selection of a member is possible if the member is medically cleared of any Mobility Restricting Duty Limiting Condition (DLC) prior to starting an AGR order in accordance with AFI 48-133, *Duty Limiting Conditions*. AGR accession package evaluations require the SAS, or delegated Flight Surgeon/Provider, certifying authority approval on an AF Form 422 prior to starting an AGR order in accordance with DAFMAN 48-123.

5.1.1. A pregnant Airman may be accessed into the AGR program, to include for the purpose of an occasional tour, with the concurrence of the commander and HRO.

5.1.2. An Airman with an approved, duty-restricting shaving waiver for Pseudo Folliculitis Barbae may be accessed into the AGR program, to include for the purpose of an occasional tour, with concurrence from medical, the commander, and the HRO. Facial hair must be grown out naturally, any shaping or styling of the facial hair is not allowed, and the facial hair cannot interfere with the wear of any personal protective gear, such as a gas mask, or the performance of duties. If this should happen, the member's ability to safely perform duties is compromised and the member may require an evaluation to determine fitness for military duties in accordance with AFI 44-102, *Medical Care Management* and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5.1.3. An Airman may still be accessed into the AGR program if they have a Duty Restriction, Fitness Restriction, and/or "Deployable with Limitation" DLC provided the restriction does not preclude satisfactory performance of required military duties of the Airman's office, grade, rank, or rating in accordance with DAFMAN 48-123 and AFI 48-133.

5.2. Air Force Specialty Code (AFSC) Requirements. The intent of the AGR program is to assess AFSC-qualified individuals. If an applicant is selected who does not possess the AFSC, the member must sign an agreement to retrain including the statement in **paragraph 5.2.1.1**.

5.2.1. Retraining. Enlisted Airmen currently serving in an AGR status may be selected for a vacant, AGR position on the UMD without the awarded duty AFSC subject to the following restrictions:

5.2.1.1. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096, *Classification/On-The-Job Training Action*:

“I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour.”

The AF Form 2096 must be accomplished before the orders are published.

5.2.1.2. If the Airman fails to successfully complete the required formal training in accordance with DAFI 36-2670, *Total Force Development* and AFMAN 36-2100, *Military Utilization and Classification*, or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

5.2.1.3. Individuals must continue to progress in training in accordance with DAFI 36-2670 and AFMAN 36-2100, to a skill-level compatible with their UMD assignment. Airmen who do not progress to the next skill-level will be removed from AGR status.

5.2.1.4. Airmen approved for retraining may incur a Reserve Service Commitment in accordance with AFMAN 36-2100 upon completion of training.

5.3. Grade. To accept an AGR position, an applicant’s military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference [paragraph 6.6](#) for proper assignment to a position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

5.4. Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Physical Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

5.6. Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation. Extensions to orders while awaiting security clearance adjudication will be considered on a case-by-case basis and must be submitted through TAG or CG, or designee, to NGB/A1PP for consideration.

5.6.2. If a Top Secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top secret information, the Airman must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching

mandatory separation must complete the Statement of Understanding contained in [Attachment 3](#). The HRO will maintain the completed, signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).