

AIR NATIONAL GUARD
Joint Force Headquarters
187th FIGHTER WING, MONTGOMERY, ALABAMA
117th AIR REFUELING WING, BIRMINGHAM, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-33

OPEN DATE: 19 February 2026

EXPIRATION DATE: 19 March 2026

OPEN TO: STATEWIDE

Number of Positions: 1

Position Title: FINANCIAL MANAGEMENT

Func Code: 11C100

PEC#: 59969M

UMDA Position #: 110380634

AFSC: 65F3

ASVAB REQUIRE: N/A

Grade: 1LT-MAJ

Security Clearance: SECRET

Unit/Duty Location: 117th COMPTROLLER FLIGHT

Selecting Official: COLONEL MICHAEL ADAMS

HRO Remote: MSGT SAMANTHA CROTZER

APPLICATION REQUIREMENTS

- Signed NGB Form 34-1, [NGB Forms](#)
- Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
- AF Form 422: Must be signed and verified within 6 months from your Medical Group. Memorandums in lieu of signed 422 will not be accepted.
- Air Force Fitness Management System II (AFFMS II) Fitness Report: Must be Current and passing
- All applications must be submitted to MDM org box by closing date.
- 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/sign this checklist PRIOR to final submission.

Email completed application packages to:

Ng.al.alarng.list.j1-air-mdm@army.mil

ATTN: CAPT FREDRIKA SANDERS

All emailed packages must be in a single PDF

JOB INTRO/TITLE:
FINANCIAL MANAGEMENT

SPECIALTY SUMMARY:

Leads, plans, organizes, manages, and accomplishes financial management activities in support of daily operations and war-fighting mission. Included in these activities are financial programs and operations; accounting liaison and pay services; budget preparation and execution; program, cost, and economic analysis; non-appropriated fund oversight; audit management; bank liaison; policy and procedures; fiscal law; internal controls; and quality assurance. Identifies management problems, develops special studies and analyses to develop alternatives and recommend solutions. Provides decision support serving as financial adviser to commander and staff. Related DoD Occupational Group: 270400.

DUTIES AND RESPONSIBILITIES:

- 2.1. Plans, organizes, develops techniques and establishes internal controls to manage financial services and analysis operations. Determines organizational structure, personnel, training needs, and security requirements for safeguarding entrusted assets. Establishes performance standards, work schedules, and priorities. Develops, reviews, coordinates, and executes financial management plans to support peacetime, exercise, contingency, and wartime operations. Establishes training program for functional professional development.
- 2.2. Directs financial management activities. Supervises, manages, and administers financial services and/or analysis activities. These include reviewing adequacy of internal controls and quality of services; providing assistance and performing cost estimates and economic analysis; and overseeing funds distribution and management. Establishes performance standards to evaluate cost and efficiency. Inspects, reviews, and evaluates effectiveness of work methods, procedures, and personnel. Provides customer service. Interacts and coordinates with organizations on financial matters. Interprets financial directives.
- 2.3. Coordinates financial management activities. Advises commander and staff on status and progress of command programs. Coordinates with commander, staff, and units in developing and executing financial plans, schedules, and programs. Advises, coordinates, and makes recommendations on validity and propriety of requirements, effective allocation and use of financial resources, and redistribution of resources within fund limitations. Verifies estimated costs are realistic and reasonable. Coordinates on deficiencies noted in reports from audits, and inspections. Maintains liaison with other agencies to develop standards for financial management policy and procedures.
- 2.4. Performs financial management functions. Formulates guidelines for phasing in projected programs and mission changes. Assures identification of required financial resources. Provides forecasts of financial posture. Engages and assists in preparing, programming actions for future year budget requirements. Prepares, justifies and submits financial plan, budget estimates and supplemental budget requirements. Ensures validity of obligations within the language of appropriation acts, current laws, and governing directives. Maintains statutory responsibility for preventing over-obligation of appropriated funds through funds certification. Collects, analyzes, and interprets resource data. Establishes procedures and safeguards against fraud and fund losses. Evaluates impact of legislative action, executive orders and Comptroller General decisions on financial operations. Formulates financial management policies and procedures. Provides professional advice and management skills in developing and maintaining banking and credit union services. Provides analysis, policy, and oversight for non-appropriated fund financial management. Conducts analyses supporting cost projection and resource utilization effectiveness. Performs, reviews, and certifies adequacy of cost comparisons and economic analyses.
- 2.5. Conducts financial management and information studies. Prepares studies evaluating the effects of changes in policies, procedures, and technology. Prepares findings and recommendations for presentation to commander and staff.
- 2.6. Maintains proficiency and trains others in financial management during contingency/war fighting operations.

SPECIALTY QUALIFICATIONS:

- 3.1. Knowledge. Knowledge is mandatory of: general accounting principles pertaining to governmental, commercial, managerial, and cost accounting; Air Force concepts and objectives and their relationship to effective, economical execution of the mission; fiscal laws, executive orders, Comptroller General decisions, instructions, and directives; Air Force budget structure and policy; fiscal procedures, including resource allocation and fund control procedures; cost estimating, economic analysis, and quantitative statistical analysis; and computer applications.
- 3.2. Education. For entry education requirements see Appendix A, 65F CIP Education Matrix.
- 3.3. Training. For award of AFSC 65F3, completion of the Basic Financial Management Officer course is mandatory.
- 3.4. Experience. For award of AFSC 65F3, a minimum of 18 months of experience is mandatory in financial management assignments.
- 3.5. Other. The following are mandatory for entry, award, and retention of this AFSC: 3.5.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud.
3.5.2. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:

Must be a member or eligible to become a member of the Alabama Air National Guard.

Member will be required to hold a compatible military assignment in the unit they are hired to support.

Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.

Member must meet the physical qualifications outlined in, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.

Member must have retain-ability to complete the tour of military duty.

Member must not be eligible for or receiving a federal retirement annuity.

Member must comply with standards outlined in DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) **and meet all eligibility criteria in AFECD/AFOCD**

ADDITIONAL DUTIES

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score.

Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECD contact your servicing MPF.

You have the option to retake the test.

You must schedule your test date and receive your new scores prior to the announcement closing date.

Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED *******

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 (see below).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

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

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 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 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)

5.7. 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](#).