Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 19-198
https://dmva.alaska.gov/employment/

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>AFSC or MOS</th>
<th>OPEN DATE:</th>
<th>CLOSE DATE:</th>
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<tr>
<td>Comptroller</td>
<td>C65F3</td>
<td>19 Aug 2019</td>
<td>18 Sep 2019</td>
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<tr>
<th>UNIT OF ACTIVITY/DUTY LOCATION:</th>
<th>GRADE REQUIREMENT:</th>
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<th>SELECTING SUPERVISOR:</th>
<th>Position Number</th>
<th>PHYSICAL PROFILE:</th>
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<td>Col Kevin T. Clifford</td>
<td>009555410R</td>
<td>PULHES – N/A</td>
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**AREAS OF CONSIDERATION**

- On-board AK ANG AGR (Must hold advertised AFSC)
- Alaska Air National Guard members (Must hold advertised AFSC)
- Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

**MAJOR DUTIES MAY INCLUDE**

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFECO or AFOCD

**INITIAL ELIGIBILITY CRITERIA**

*In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: N/A
- Strength requirement: N/A

**PREFERRED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
- Cover Letter
- Last 3 Officer Performance Evaluations
- Letters of Recommendation will be accepted
-DoD FM Certification Level 2 or Level 3
-Supervisory experience over squadrons/flights, sections or individuals
-Financial, supervisory and/or developmental courses offered by NGB, SAF or DoD

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*Contingent on Controlled Grade Availability*
APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resources Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (http://dmva.alaska.gov/employment.htm) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vmPF (http://www.afpc.randolph.af.mil/vs) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERED QUALIFICATIONS" section above.
   - Resume
   - Cover Letter
   - Last 3 EPR’s/OPR’s (or equivalent)
   - Letter of Recommendation

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 18-XX Doe, Jane E1
Email Subject should be: Announcement Number
Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)
Email Application Package to ng.akarmg.mbx.hro-AGR@mail.mil

**Applications will be accepted through AMRDEC if standard email procedures do not work**
- AMRDEC SAFE Web Application: https://safe.amrdec.army.mil/safe/ to above email
**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)**
**Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date**

QUESTIONS:
Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the “routing” of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.
1. 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; nonappropriated 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.

2. 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.


2.5. 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.

3. 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 nonjudicial 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.

AFOCD, 30 April 2019
AFSC 65F4, Staff
AFSC 65F3, Qualified
AFSC 65F1, Entry
FINANCIAL MANAGEMENT
(Changed 31 Oct 15, Effective 26 Feb 15)