



# ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 24-034

<b>POSITION TITLE:</b> Financial Operations Journeyman	<b>AFSC</b> 6F051	<b>OPEN DATE:</b> 09 Dec 2024	<b>CLOSE DATE:</b> 08 Feb 2025
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 168th Comptroller Flight, Eielson Air Force Base, Alaska	<b>GRADE REQUIREMENT:</b> Min: E3 Max: E5
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<b>SELECTING SUPERVISOR:</b> TSgt Robert D Shobe III	<b>Position Number</b> 1096993
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### AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)  
Alaska Air National Guard members (Any AFSC)  
Alaska Army National Guard members (Open to Any MOS)  
Nationwide military members eligible for membership in the AKANG (Open to Any AFSC or Equivalent)

### MAJOR DUTIES

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 AFECD

### INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: General 57
- PULHES: 3 3 3 3 3 3
- Strength requirement: Demonstrated ability to lift 40 lbs

### PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Resume
2. Cover Letter
3. Last three (3) EPRs/EPBs
4. At least 1 Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.

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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 24 months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

## SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [ E8 / E9 / O4 / O5 ] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.Alaska.gov/ang-employment/>)
2. CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

### 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)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 25-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 25-XX

Email Application Package to: [ng.ak.akarng.mbx.hro-agr@ARMY.mil](mailto:ng.ak.akarng.mbx.hro-agr@ARMY.mil)

\*\* Applications will be accepted through DoD SAFE if standard email procedures do not work\*\*

- DoD SAFE <https://safe.apps.mil/>

IF A PASSPHRASE IS CREATED, YOU MUST ENSURE TO INCLUDE THAT IN THE NOTE SECTION PRIOR TO SUBMISSION.

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

DSN 317-384-4467 or Commercial 907-428-6467 or DSN 317-384-4247 or Commercial 907-428-6247. Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** 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 the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by the HRO-AGR Manager.

### 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, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

CEM Code 6F000  
 AFSC 6F091, Superintendent  
 AFSC 6F071, Craftsman  
 AFSC 6F051, Journeyman  
 AFSC 6F031, Apprentice  
 AFSC 6F011, Helper

## 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*.

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
31-Oct-24	4R0X1D				50		H	3	3	3	2	3	3		
31-Oct-24	4R0X1F				50		H	3	3	3	2	3	3		
	4T0X1				62		G	3	3	3	3	3	3		
	4T0X2				44		G	3	3	3	3	3	3		
30-Apr-23	4V0X1				52		G	3	3	3	2	2	3	X	
30-Apr-23	4V0X1S				52		G	3	3	3	2	2	3		
	4Y0X1				44		G	3	3	3	2	3	3		
	4Y0X2				66		G	2	1	2	2	2	1		
	5J0X1				51		G	3	3	3	3	3	3		
	5R0X1	1		35	44		G	3	3	3	2	3	3		
	6C0X1				72		G	3	3	3	2	3	3		
	6F0X1				57		G	3	3	3	3	3	3		
	7S0X1				44		G	2	2	2	2	2	1		X
	8A200						G	3	3	3	3	3	3		
31-Oct-22	8A400	3					G	3	3	3	2	3	3		
31-Oct-14	8B000						G	1	2	1	2	2	1		
31-Oct-14	8B100						G	1	2	1	2	2	1		
	8B200				49		G	1	2	1	2	2	1		
31-Oct-21	8B300														
	8C000						G	3	3	3	2	2	3		
31-Oct-12	8D100				60		G	3	3	3	3	3	3		
31-Oct-11	8F000						G	3	3	3	2	3	1		
31-Oct-14	8G000						G	1	1	1	1	2	1		X
31-Jul-14															
30-Apr-16	8G100						G	1	1	1	1	2	1		
31-Jan-10	8H000				47		G	3	3	3	3	3	3		
	8I000														
	8I100														
	8I200														
31-Oct-19	8L100														
31-Oct-19	8L200														
31-Oct-19	8L300														
31-Oct-19	8L400														
31-Oct-19	8L500														
31-Oct-19	8L600														
31-Oct-19	8L700														
31-Oct-19	8L800														
31-Oct-19	8L900														
6-Apr-10	8P000				44		H	1	1	1	2	2	1		X
	8P100						G	3	3	3	3	3	3		X
30-Apr-23	8R000						G	2	2	2	3	2	1		