Alaska National Guard

Active Guard Reserve (AGR)

Announcement Number: AKANG 27-010b

POSITION TITLE:	AFSC	OPEN DATE:	CLOSE DATE:
Budget Officer	65F3	16 Oct 2026	15 Nov 2026

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
168th Comptroller Flight, Eielson Air Force Base, Alaska	**Min:** E1 **Max:** O4

SELECTING SUPERVISOR:	Position Number
Maj Julie Kessler	1096986

AREAS OF CONSIDERATION

On-board AK ANG AGR (**Any** AFSC)

Alaska Air National Guard members (**Any** AFSC)

Nationwide military members eligible for membership in the AKANG (Must hold **65F3** AFSC)

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 AFOCD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret

- PULHES: 3,3,3,3,3,3,3
- Strength requirement: Demonstrated ability to lift 40 lbs
- Bachelor's degree
- Qualifying AFOQT scores

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) EPBs/OPBs
4. At least three (3) 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.

APPLICATION PACKAGE:
1. SIGNED NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (https://dmva.alaska.gov/careers/akang)
2. CURRENT full Records Review RIP from My Apps Dashboard: https://af.okta.mil/app/UserHome
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 "PREFERED QUALIFICATIONS" section above.

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (Adobe Portfolio is not recommended. Signatures may be stripped once they are saved. 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 26-XXX Doe, Jane E1
- Email Subject should be: Announcement Number
- Example: ANG 26-XXX
- Email Application Package to: **ng.ak.akarng.mbx.hro-agr@ARMY.mil**

DoD SAFE SUBMISSIONS:
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, email it separately to ng.ak.akarng.mbx.hro-agr@ARMY.mil
- 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.

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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 of the selection 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, sex, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have sex restictions.

AFSC 65F4, Staff
AFSC 65F3, Qualified
AFSC 65F1, Entry

FINANCIAL MANAGEMENT

(Changed 31 Oct 15, Effective 26 Feb 15)

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; 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.

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.
2.4. 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.

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 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.