



**DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office
2 Randolph Road
Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-25-14

OPEN DATE: 16 JAN 2025

EXPIRATION DATE: 15 FEB 2025

Open To: Nationwide

| | |
|--|--------------------------------|
| Number of Positions: | 1 |
| Position Title: | Financial Analyst |
| Unit/Duty Location: | 102 CPTF, Otis ANGB, MA |
| Minimum/Maximum Grade Authorized: | SrA / MSgt |
| Duty AFSC: | 6F071 |
| Required ASVAB: | G57 |
| Security Clearance: | S |
| PULHES: | 3,3,3,3 |

POC: SMSgt Shauna Rodriguez, 508-968-4127, email shauna.rodriguez@us.af.mil

HRO Remote: (508) 968-4596, email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
PCS Authorized

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.

DUTIES AND RESPONSIBILITIES:

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. 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.
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.
4. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.
- 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.
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.
7. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.
8. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership

SPECIAL REQUIREMENTS:

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.
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. Training. The following training courses are mandatory as indicated:
 - 3.1. For award of AFSC 6F031, completion of the basic financial management and comptroller apprentice course.
 - 3.2. For award of AFSC 6F051, completion of the Financial Management Journeyman Course (FMJC).
 - 3.3. For award of AFSC 6F071, completion of the financial management and comptroller craftsman course.
4. Experience. The following experience is mandatory for award of the AFSC indicated:
 - 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.

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.

4.3. 6F091. Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.

5. Other. The following are mandatory as indicated:

5.1. See attachment 4 for entry requirements. DAFECD, 31 Oct 24 301

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.

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.

5.4. For entry, award, and retention of this AFSC:

5.5. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.

5.6. 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. 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.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.
13. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

LENGTH OF TOUR:

Initial AGR tour orders are probationary. The probationary period will be a minimum three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS:

- 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
- 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
 - Select “Personal Data”
 - Select “Record review/Update”
 - Scroll to bottom on left hand panel click “view/print all pages”
 - A printer friendly window should pop up to print, if not, right click on page and scroll down to print
- 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
- 4. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
 - *For enlisted members **NOT** part of the MA ANG the AF 422 **MUST** be within 2 years
 - *For officers **NOT** part of the MA ANG **OR** commissioning opportunity the AF 422 **MUST** be within 1 year and include the following:
 - Purpose of physical: Commissioning / Officer Transfer / Officer Reappointment
 - Date of physical exam / PHA / RCPHA
 - Physical is cleared for Commission / Officer Transfer / Reappointment Statement
- 5. MYFSS Fitness Report: Current, passing within 12 months
- 6. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>
- 7. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)

- 8. CORI, signed (not required for current permanent MA ANG AGRs)
<https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
 - 9. Copy of driver's license, front and back (not required for current permanent MA ANG AGRs)
 - 10. Last 3 EPR/OPR *A MFR must be submitted for any missing EPR/OPR
 - 11. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template)
-

- Use the Wingman concept to proof read application
- All required documents must be submitted electronically as **ONE** .pdf file to Catherine Gormley NLT 2359 on the advertisement expiration date
- Include **ONLY** the documents listed above