



**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 #102-24-38

OPEN DATE: 02 May 24

EXPIRATION DATE: 01 June 24

Open To: All members assigned to the 102 Intelligence Wing.

Number of Positions:	One
Position Title:	Internal Control Analyst
Unit/Duty Location:	102nd Comptroller Flight, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	A1C E2 / SSgt E-5
Duty AFSC:	6F071
Required ASVAB:	G 57
Security Clearance:	Secret
PULHES:	P=3, U=3, L=3, H=3, E=3, S=3

POC: Major Randy Bonneau, (508) 968-4228, email randy.bonneau.1@us.af.mil

HRO Remote: Ms. Kimberly Brown (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:

- a. Provides administrative oversight of the Quality Assurance (QA) Program. Provides technical assistance and advice to the Financial Manager (FM) and staff. Examines all areas to determine the effectiveness of procedures and determines if supervisors are recording quality data upon which accurate management conclusions and decisions are based. Ensures effective and efficient quality standards and internal controls are in place at base level operations. Ensures the unit is performing in accordance with established standards. Researches, develops, modifies, and maintains qualitative standards for use in evaluating and

monitoring performance indicators. Uses verifiable and objective measures and develops statistically reliable and valid measures whenever possible. Provides technical internal control advice on military pay, civilian pay, travel pay, disbursing and collection, accounting, vendor, and contract pay, budget, and systems administration. Maintains a schedule of all reports, audits, inspections, and internal control reviews.

- b. Independently conducts various reviews to assess organizational performance. Manages self-inspection programs. Examines all pay-related and accounting and financial functions to ensure internal accounting systems and administrative controls are sufficient to reasonably ensure all obligations and payments comply with applicable laws. Ensures funds are safeguarded against waste, loss and misappropriation, and all remittances and payments are properly accounted. Reviews military pay vouchers, travel payments, and entitlement documents to ensure supporting documents are applicable and valid. Perform post-audit voucher review. Works closely with the financial management staff to extract needed information for targeting and studying suspected potential weaknesses. Identifies existing and potential material weaknesses and works with affected officials to develop a schedule of corrections. Understands and identifies material weaknesses in this context relate to the monetary value and the perceived command, public, or political sensitivity associated with a particular function. Monitors access levels and dual access to financial systems and prepares or oversees the preparation of all internal control reports. Examines all functional areas and determines the effectiveness of procedures, the integrity of financial and accounting data, and other decision-support criteria used by management. Ensures quality assurance standards and internal controls are in place within the comptroller office and reports discrepancies to the FM.
- c. Focal point for fraud prevention. Reviews retrieval data provided by the local systems branch to screen for any unauthorized access level or dual access between the payable systems and the general accounting system. Reports discrepancies to the FM for further research.
- d. Based on general supervisory guidance, reviews and coordinates, with management and affected supervisors, new or modified applications affecting automated systems. Identifies needed system changes and conducts system change tests to ensure changes produce the desired matches such as, duplicate payments, collections, and reconciliations. Responsible for analyzing findings and recommendations. Reports discrepancies to the FM. Gathers data, tracks discrepancies, prepares trend charts, and facilitates discussions with personnel at financial or QA meetings. Ensures all open discrepancies are consistently and aggressively addressed and resolved through completion. Prepares monthly Discrepancy Tracking Report to management for review.
- e. Facilitates monthly QA meetings and prepares minutes. Based on study results, determines need for refresher and supplementary training. Develops, schedules, and conducts training.
- f. Other duties as assigned.

SPECIAL REQUIREMENTS:

- a. **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.
- b. **Education.** For entry into this specialty, completion of high school or college courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

- c. **Training**. Award of AFSC 6F031 is mandatory.
- d. **Experience**. The following experience is mandatory for award of AFSC indicated: 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. 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.
- e. **Other**. The following are mandatory as indicated:
- f. 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. This certification requirement is a condition of employment.
- g. For entry, award, and retention of this AFSC:
 - No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.
 - 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.
 - Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- h. For Entry, a minimum ASVAB score of 57 in the General section is required
- i. See AFECD attachment 4 for additional entry requirements

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 DAFMAN 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. 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. MyFitness individual Tracker Report: Current & passing w/12 months
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>
 - 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)
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- Use the Wingman concept to proof read application
 - All required documents must be submitted electronically as **ONE** .pdf file to Ms. Kimberly E. Brown NLT 2359 on the advertisement expiration date
 - Include **ONLY** the documents listed above