

# Georgia National Guard



HUMAN RESOURCES OFFICE - AGR  
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## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

<b>POSITION ANNOUNCEMENT NUMBER: AW 2025-060</b> <b>OPEN DATE: 17 JUL 25</b> <b>CLOSING DATE 06 AUG 25</b>	
<b>POSITION:</b>	<b>FINANCIAL MANAGEMENT CRAFTSMAN</b>
<b>UNIT / LOCATION:</b>	<b>165 COMPTROLLER FLIGHT GARDEN CITY, GA</b>
<b>AFSC:</b>	6F071 (Qualification in and possession of AFSC 6F051)
<b>MINIMUM MILITARY GRADE:</b>	SSgt
<b>MAXIMUM MILITARY GRADE:</b>	MSgt
<b>MINIMUM TAFMS:</b>	6 YRS
<b>ASVAB:</b>	G: 57
<b>POSITION NUMBER:</b>	110279134
<b>AREA OF CONSIDERATION:</b>	
NATIONWIDE	<input checked="" type="checkbox"/>
STATEWIDE	<input type="checkbox"/>
UNIT ONLY	<input type="checkbox"/>
<b>THIS ANNOUNCEMENT IS OPEN TO ALL MEMBERS ELIGIBLE TO JOIN THE GEORGIA AIR NATIONAL GUARD (GA ANG). MEMBERS OF THE GA ANG, USAF (CURRENT AND FORMER), ANG AND USAFR ARE WELCOME TO APPLY.</b>	
<b>SPECIAL NOTES:</b>	
NOTE: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.	

**All applicants must scan & submit the following documents in ONE PDF file in the order listed below via email:**

- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) (Dated – 11 Nov 13).**
  - o Announcement number and position title must be annotated on the form. This document must be signed.
- Report of Individual Personnel (RIP) (Must Be Dated Within the Last 30 Days)**
  - o RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
  - o Select Record Review and Print/View All Pages. **(RIPs from RAW will not be accepted.)**
- Report of Individual Fitness (Must Be Current)**
  - o Print from the myFitness application (myFSS). Test next due date must be current.
  - o Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- Last 3 Evaluation Performance Reports or Letter of Evaluation (Include Evaluation/LOE from current SCOD)**
  - o This document must be complete and signed.
  - o **Applicants unable to provide 3 evaluations must submit a signed AF77 Letter of Evaluation with a detailed justification of the missing evaluations. Must be signed by supervisor. Current A1C and below N/A.**
- Enlisted Brief or Active Duty Enlisted CDB**
  - o Current Active-Duty members only. This document can be obtained from the AF Portal.
- DD 214 (Certificate of Release or Discharge from Active Duty)**
  - o Former USAF members only.

OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES.  
**PLEASE DO NOT ADD VACANCY ANNOUNCEMENT TO APPLICATION SUBMITTED**

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SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

## BRIEF DESCRIPTION OF DUTIES

Leads the development and execution of the organization's annual budget. Conducts detailed analysis of funding requirements, historical spending patterns, and projected needs. Prepares budget submissions, justifications, and presentations for leadership review and approval. Closely monitors budget execution throughout the fiscal year. Tracks obligations, expenditures, and available funds. Identifies variances between planned vs. actual spending. Develops corrective actions to address budget shortfalls or overages. Serves as a subject matter expert on budgetary matters. Provides financial advice and guidance to squadron leadership and supported units. Assists with the development of funding requests, resource allocation decisions, and financial planning. Ensures all budgetary actions are conducted in accordance with applicable Air Force Instructions (AFIs), Department of Defense Financial Management Regulation (FMR), and other relevant directives. Maintains auditable financial records. Prepares a variety of financial reports and analyses, including budget execution reviews, variance analysis reports, and forecasting projections. Presents findings and recommendations to leadership. Develops and conducts training for budget personnel and other stakeholders on budgetary policies, procedures, and systems.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

A. Possesses comprehensive knowledge of Air Force financial management systems, including but not limited to, Defenses Enterprise Accounting Management System (DEAMS), Defense Travel System (DTS), Advana, PIEE, U.S. Bank, Air National Guard Reserve Orders Writing System (AROWS), and other related systems. Understands military pay, travel entitlements, reimbursements, budget execution, and financial reporting requirements. This knowledge extends to understanding the regulatory guidance provided by the Department of Defense Financial Management Regulation (FMR), Air Force Instructions (AFIs), and other applicable directives.

B. Demonstrates proficiency in analyzing financial data, identifying trends, and discrepancies. Skilled in preparing accurate financial reports, including budget execution reviews, variance analysis, and forecasting. Able to interpret and explain complex financial information to both financial and non-financial audiences. Proficient in using spreadsheet software and other analytical tools to manipulate and present data effectively.

C. Communicates clearly and effectively, both orally and in writing. Able to explain complex financial concepts in a clear and concise manner to individuals with varying levels of financial understanding. Prepares professional correspondence, briefings, and presentations that are grammatically correct, well-organized, and tailored to the specific audience. Actively listens and responds appropriately to inquiries and concerns.

D. Demonstrates strong analytical and problem-solving skills. Able to identify and analyze financial issues, develop viable solutions, and implement corrective actions. Exercises sound judgment and decision-making in accordance with established regulations and procedures. Able to work independently and as part of a team to resolve complex financial challenges.

E. Understands internal controls and their role in safeguarding government resources. Skilled in applying internal control principles and procedures to all financial transactions. Ensures compliance with laws, regulations, and policies. Proactively identifies and mitigates potential risks to financial integrity.

## AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active-duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position the incumbent will be assigned to **AFSC: 6F071 at the 165 Comptroller Flight, Garden City, GA**. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only) the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

## QUALIFICATION REQUIREMENTS

- This opportunity is available to current members of the Active, Reserve, and Guard components of the United States Air Force. All applications will be accepted; however, first consideration will be given to Category I.
- Applicants are assessed into Category I or II:
  - **Category I – All applicants currently possessing the required Rank, AFSC/Skill Level, TAFMS, and within the Area of Consideration requirements stated above.**
  - **Category II – All other applicants who do not possess the required AFSC/Skill Level and TAFMS, but meet the rank requirements and the basic AFSC entry requirements IAW ANGI 36-101, the Air Force Officer Classification Directory (AFOCD) or the Air Force Enlisted Classification Directory (AFECD) Attachment 4. Category II applicants are forwarded to the selecting official on request when a selection is not made from the Category I Register.**

- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

## OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Member must have sufficient retainability to obtain 20 years of Active Federal Service for retirement purposes. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete a Statement of Understanding.
- Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded.
- Security Clearance - if a Top-Secret security clearance is not held by the member selected for assignment that requires access to top secret information, the member must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.
- AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.
- IAW ANGI 36-101, AGR Program para 5.7, To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. **Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.**

## IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION READ ALL BULLETS CAREFULLY FOR PROPER SUBMITTAL

- **Scan full application in one PDF file in the order listed on page one (.pdf file format only). Separate files/zip file/PDF portfolios/PDF attachment section will not be accepted.**
- **Incomplete application packages (i.e. not within full announcement requirements, failure to explain “yes” answers in Section IV on the NGB 34-1, missing or expired documents) will not be processed for board consideration.**
  - **Applications not sent to all recipients below by the closeout date will not be accepted for full consideration.**
- Submit full application with the following file name: Vacancy Announcement Number Full Name
  - (Example only: ACW 001-2015 Jane S. Doe).
- Place **only** the following information in the subject line of your email: Vacancy Announcement Number / Full Name
  - (Example only: ACW 001-2015 / Jane S. Doe).
- Hard-copied and faxed applications **will not** be accepted.
- Applications must be typed or printed in legible dark ink. **Sign** and **date** the NGB 34-1 application.
- Applicants who submit their signed fitness score card **MUST** also submit their full myFitness history as per above.
- Applicants must furnish the required documentation as specified in the announcement. If vMPF/MILPDS RIP or current Branch equivalent document doesn't provide the correct data to qualify for the announcement (ie. SEI, AFSC or Education/PME requirement), please submit a completed AF2096, degree awarded transcript or PME certificate in the application annotating qualification. If required information is not provided, consideration will not be given in the qualification process. Optional documents not specified above can be included for consideration. Additional documents will not be received by our office **AFTER** the closing date of the announcement.
- Memorandum for Record (MFR) will only be accepted for applicants annotating being separated from the military for Nationwide announcements and providing justification of being unable to provide all required documents.
- Applicants unable to provide 3 evaluations due to any reason (ie. due to date joining the military, rank prevents having 3, missing eval due to admin reasons etc.) must provide the specific reasoning on 1 AF77 Letter of Evaluation as annotated above. Part I must be completed, the justification must be placed in Part IV “comments” section and member's supervisor must sign in Part V. A MFR or not submitting evaluations will not suffice for meeting the evaluations requirement. (Example: If member doesn't have any evaluations or has only 1 or 2 required evaluations to submit, then 1 AF77 must be completed/signed with the justification of why the member can't submit any or only 1 or 2).
- **A confirmation email will be sent from our office upon receiving your application. Please allow up to 5 business days for the HR Staff to contact you once your application has been submitted.**

## PLEASE FOLLOW COMPLETE INSTRUCTIONS ANNOTATED ON THE FULL JOB ANNOUNCEMENT

**Email applications to: [lakeisha.mitchell@us.af.mil](mailto:lakeisha.mitchell@us.af.mil), [nyesa.staley@us.af.mil](mailto:nyesa.staley@us.af.mil) and [165.AW.HRO.Org@us.af.mil](mailto:165.AW.HRO.Org@us.af.mil)  
Applications must be received by **midnight** on the closing date.**

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