



DEPARTMENT OF THE ARMY & AIR FORCE
WEST VIRGINIA ARMY AND AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ng.mil/HRO/>

Announcement Number: 25-085

Opening Date: 13 May 2025

Closed Date: 14 June 2025

UNIT OF ASSIGNMENT: 130AW Comptroller Flight
DUTY LOCATION: 1679 Coonskin Dr, Charleston, WV 25311

FULL TIME SUPPORT POSITION: Financial Management Analyst
MILITARY DUTY TITLE: Financial Management and Comptroller Flight Craftsman

For more information about this position or the Unit of Assignment, please call:
Section Supervisor: MSgt Madelaine Loudermilk, (304) 341-6611 / DSN: 341-6611

MIN GRADE AUTHORIZED TO APPLY: E-1

POSITION GRADE: E-6

MAX GRADE AUTHORIZED TO APPLY: E-6

POSITION AFSC: 6F071
This is a cross-training opportunity

AREA OF CONSIDERATION

Nationwide

****THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES****

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Summary Specialty:

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.

Duties and Responsibilities:

- 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.
- 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.
- 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. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

Services Center. Reconciles funding authorities with accounting records.

- 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.

- 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.

- Participates in formal and informal management planning, policy, and decision making sessions. Participates in conferences, workshops, and other meetings with key pay personnel and Defense Agency representatives concerning financial matters involving the changing of mission requirements, new laws and/or directives and reports any questions of unprecedented pay entitlements. Advises on the legality of entitlements and collection actions and recommends policy on operational interfaces with serviced activities. Resolves pay and entitlement problems unique to the customer.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the West Virginia Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECD/AFOCD.
- Minimum ASVAB Score Required: A minimum ASVAB score of 57 in the "General" section is required.

APPLICATION REQUIREMENTS

Air Service Members:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated 11 November 2013 located on the HRO website at <http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf> under APPLICATIONS FOR EMPLOYMENT (**must be signed and dated**). A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: <http://www.wv.ng.mil/hro/>

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- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s
- (4) Point Credit Summary from VMPF (<https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>)
- (5) Weight verification within the last 30 days by Medical Group personnel
- (6) Last complete physical and current AF Form 422, Physical Profile Serial Report
- (7) Report of Individual Fitness Status from MyFSS/MyFitness
- (8) Must submit last three Performance Reports (If you do not have 3 you must submit a signed memorandum with the reasoning)
- (9) Report on Individual Personnel (RIP) (**documents must show your ASVAB scores**)
 - ❑ RIP can be obtained from the virtual MPF (vMPF)
 - ❑ Select 'Record Review' and then 'Print/View All Pages'

Army Service Members:

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated 11 November 2013 located on the HRO website at [http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1\(1\).pdf](http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1(1).pdf) under FORMS (**must be signed and dated**). A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Find the form at:** <http://www.wv.ngb.army.mil/jobs/>
- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Recent NGB 23B
- (5) Height/Weight Memo from Commander within the last 30 Days
- (6) Individual Medical Readiness Report (IMR)
- (7) DA 705 – Must be within the last 12 Months (member must have a passing score in order to certify for this position)
- (8) Must submit last three Evaluation Reports
- (9) Current Record Brief dated within the last 6 months

ADDITIONAL INFORMATION

- Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade 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.
- Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.
- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of West Virginia are governed by The Adjutant General.
- Initial tours will be 3 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFECDD Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

APPLICATION SUBMISSION INSTRUCTIONS

READ THIS SECTION COMPLETELY!!

- Application must be scanned into **ONE** pdf file (do not send a portfolio) and emailed to

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NG.WV.WVARNG.LIST.HRO-AGR@ARMY.MIL. If you have email issues with this email address, please send to bethanny.l.johnson.civ@army.mil.

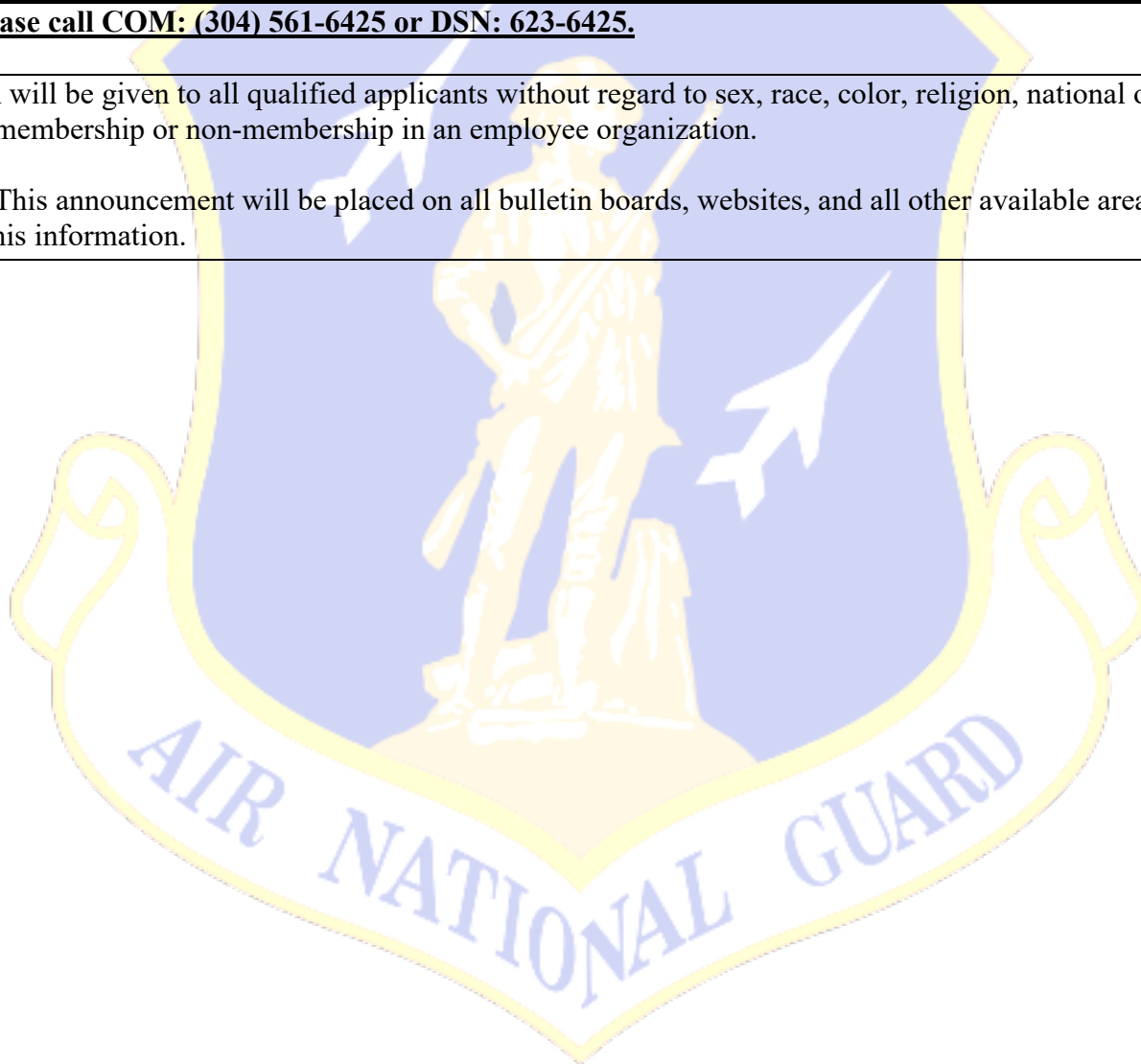
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions.
- Include the announcement number and position title on your application.
- ALL APPLICANTS!! Must fully complete section IV–personal background questionnaire of the NGB FORM 34-1.
- Use section V – continuation/remarks to fully explain any "YES" answers, (except 9 & 10)
- A current passing fit test will suffice for a "YES" response to question 17.

Applications must be received by MIDNIGHT of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered.

Applications will be retained in the Human Resource Office for 30 days after selection. After 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6425 or DSN: 623-6425.

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards, websites, and all other available areas to publicly disseminate this information.



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