



## CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street  
Middletown, CT 06457



### ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #25-008

**OPEN DATE: 22 January 2025**

**EXPIRATION DATE: 20 February 2025**

**Open To: Nationwide**

**Number of Positions:** 1  
**Position Title:** Financial Management Analyst  
**Unit/Duty Location:** 103d CPTF, East Granby, CT 06026  
**Min/Max Grade Authorized:** AB/E1 through SSgt/E5  
**Duty AFSC:** \*6F0X1  
**Security Clearance:** \*SECRET  
**\*Required at time of application.**

**Job Summary:** The primary purpose of this position is plan, coordinate, and perform Financial Management analysis, support and review, of base level accounting and financial management programs.

**The major duties include, but are not limited to:**

- Processes data and performs broad-in-depth financial analysis of interrelated accounting, military and civilian pay, accounts payable and receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Reconciles Resource Center Manager (RCM) accounts ensuring data integrity. Coordinates with the Defense Finance and Accounting Service (DFAS) and posts validated accounts to the General Ledger.
- Analyzes and accurately processes financial services transactions (i.e., payroll, debts, and miscellaneous entitlements) while applying quality assurances techniques. Resolves complex functional problems within the pay system for affected customers. Facilitates the resolution of intricate entitlement discrepancies for serviced customers, and ensures proper interfaces with appropriate DOD agencies and federal financial systems.
- Analyzes and measures the effectiveness and efficiency of financial operations; reliability of financial reporting; compliance with policies, regulations, applicable laws and guidance; and ensures that internal controls are in place.
- Aggregates data from multiple financial systems and sources in order to directly or indirectly provide the Comptroller with accurate and timely financial reporting. Ensures the proper documentation, accounting, and auditability of funds, and their traceability to the USPFO in accordance with Department of Defense (DoD) regulations and/or applicable laws.
- Executes full spectrum pay and entitlement operations (Military Pay, Civilian Pay, Accounting, and Travel Pay). Provides expert interpretation on DoD and DFAS regulatory and administrative guidelines in accordance with generally accepted principles. Interprets policies and collaborates with the financial management enterprise to facilitate best practices and compliance assurance.
- Resolves pay and entitlement problems unique to the customer. Reviews accounting and pay documents, travel vouchers, and vendor payments to ensure supporting documentation is proper and valid. Performs post-audit voucher reviews. Manages and executes internal control procedures to protect against fraud, waste, and abuse.

---

## 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. For advertisements where the AFSC is not required prior to application, applicants must meet minimum ASVAB requirements for the advertised position.
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.
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 not exceed six 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. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in "Current Home Address Line".
2. Current Report of Individual Personnel (RIP); with minimum Secret Clearance. If secret clearance is expired (may not be older than 10 years from closing date) you must obtain security memo from the Wing security manager.
3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old from closing of advertisement).
4. AF Form 422 Notification of AF Member's Qualification Status (not more than 12 months old).
5. Statement of all active service performed. Any of the following documents may be used: NGB Form 22, 23A or 23b, DD Form 214's, or DD Form 1506 (Statement of Service).
6. Copy of State Civilian Driver's License.
7. Certificates of Training applicable to advertised position (Optional).
8. Overgrade Letter of Understanding (If applicable).
9. Professional resume including duty history.

### APPLICATION PACKAGE:

**Please ensure the package is in one single PDF and in the order of requirements above.** Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. **All MVA questions should be directed to POCs below.**

**APPLICATIONS MUST BE SENT VIA EMAIL TO ALL OF THE INDIVIDUALS BELOW.**

**PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.**

Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil

Mr. Jose Lara; 860-613-7618; jose.p.lara5.civ@army.mil

SFC Nicole Vassallo; 860-613-7617; nicole.j.vassallo.mil@army.mil

CW4 Daniel Serbyn; 860-613-7608; daniel.j.serbyn.mil@army.mil