# DEPARTMENTS OF THE ARMY AND AIR FORCE

**JOINT FORCE HEADQUARTERS-LOUISIANA**
**OFFICE OF THE ADJUTANT GENERAL**
**JACKSON BARRACKS**
**NEW ORLEANS, LOUISIANA 70117**

## Announcement Number: 26-028

| POSITION TITLE: | AFSC | OPEN DATE: | CLOSE DATE: |
|---|---|---|---|
| Financial Management and Comptroller | 6F0X1 | 6 March 2026 | 17 March 2026 |

| UNIT OF ACTIVITY/DUTY LOCATION: | GRADE REQUIREMENT: |
|---|---|
| 159th Comptroller Flight, New Orleans, Louisiana | **Min:** E-4 **Max:** E-6 |

| SELECTING SUPERVISOR: | Position Number | |
|---|---|---|
| Maj Erinne Smith | TBD | **One Time Occasional Tour - NTE 25 SEP 2026** |

### AREAS OF CONSIDERATION

Louisiana Air National Guard members (**Must Hold *6F0X1 or Any AFSC**)

### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFECD

### INITIAL ELIGIBILITY CRITERIA

*In addition to criteria listed on attached pages*
- Security Clearance - Must attain and maintain: Secret

### PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the Selection Official has requested the following documents. While applications that do not include these documents will not be disqualified by HRO, their omission may negatively impact the selection process.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

**AGR Program Entry and Tour Guidelines – LA ANG**

- **Initial AGR Tours**: Initial tours with the Louisiana Air National Guard (LA ANG) may not exceed five (5) years. AGR tours cannot extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).
- **Fitness Requirements:** Applicants must meet the minimum requirements in each fitness component and achieve a composite score of 75 or higher to qualify for entry into the AGR program. Members with a documented Duty Limitation Code (DLC) that prevents completion of one or more components of the Fitness Assessment must have an overall rating of "Pass."
- **Medical and Readiness Requirements:**
- Selected individuals must meet medical qualifications outlined in AFI 48-123, Medical Examination and Standards.
- Members must be current in all Individual Medical Readiness (IMR) requirements, including immunizations.
- RCPHA/PHA and dental exams must have been completed within 12 months prior to AGR tour start.
- An HIV test must be completed within six (6) months of the tour start date.
- **Overgrade Assignments:** Enlisted Airmen voluntarily accepting a position that results in an overgrade must submit a written voluntary demotion letter with their application, in accordance with ANGI 36-2503, Administrative Demotion of Airmen. The application package will not be processed without this documentation.
- **AFSC Qualification:** If the selected applicant does not currently possess the required AFSC, they must complete all required training and meet assignment criteria within 12 months of assignment. Failure to do so may result in termination of the AGR tour. Extensions beyond the 12-month period will be considered only if delays are beyond the applicant's control.
- **For additional details, please refer to ANGI 36-101, Active Guard Reserve Program.**

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Selection is not a promise of promotion

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** *(announcement number and position title must be annotated on the form)*
2. **CURRENT full Records Review RIP** from Virtual MPF https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp
3. **CURRENT PASSING Report of Individual Fitness** from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS ORDER" section above.

**Application Documents Order:**

- 1. (Mandatory) NGB Form 34-1
- 2. (Mandatory) Records Review RIP
- 3. (Mandatory) **Passing** Report of Individual Fitness
- 4. (Recommended) Cover Letter
- 5. (Recommended) Resume
- 6. (Recommended) Last three (3) EPRs / OPRs
- 7. (Recommended) Letter(s) of Recommendation

**EMAILING REQUIREMENTS:**

Consolidate all required documents into **ONE single PDF** (adobe portfolio is not accepted). To preserve signatures, consider printing signed documents to PDF before combining files. **Name the PDF file as follows: Last Name, Announcement Number, Position Title.**

Example: Doe, 26-XXX

**Email Subject should be: Last Name, Announcement Number, Position Title**

Example: Doe,26-XXX, Financial Management and Comptroller

Email Application Package to: **ng.la.laarng.mbx.agr-branch-air@army.mil**

*** There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. ***

**QUESTIONS:** Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753/8754 or Commercial 504-278-8753/8754 cassie.l.ellis.mil@army.mil / khisha.m.donald.civ@army.mil. Assistance will be rendered in the order the request was received.

**CEM Code 6F000**
**AFSC 6F091, Superintendent**
**AFSC 6F071, Craftsman**
**AFSC 6F051, Journeyman**
**AFSC 6F031, Apprentice**
**AFSC 6F011, Helper**

# FINANCIAL MANAGEMENT AND COMPTROLLER

**(Changed 31 Oct 21)**

1. **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.

2. **Duties and Responsibilities:**
2.1. 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.
2.2. 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.
2.3. 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.
2.4. Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.
2.5. 2.5 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.
2.6. 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.
2.7. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.
2.8. Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership.

3. **Specialty Qualifications:**
3.1. 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.
3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.
3.3. Training. The following training courses are mandatory as indicated:
3.3.1. For award of AFSC 6F031, completion of the basic financial management and comptroller apprentice course.
3.3.2. For award of AFSC 6F051, completion of the Financial Management Journeyman Course (FMJC).
3.3.3. For award of AFSC 6F071, completion of the financial management and comptroller craftsman course.
3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
3.4.1. 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.
3.4.2. 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.
3.4.3. 6F091. Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.
3.5. Other. The following are mandatory as indicated:
3.5.1. See attachment 4 for entry requirements.

3.5.2. 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.
3.5.3. 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.
3.5.4. For entry, award, and retention of this AFSC:
3.5.4.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.
3.5.4.2. 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.
*3.5.5.* 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.*