



OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD/RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 42-21

MILITARY PERSONNEL MANAGEMENT ASSISTANT

OPEN DATE: 3 JUN 2021	CLOSING DATE: UNTIL FILLED
UNIT/DUTY LOCATION: JFHQ, OKC, OK	COMPATIBLE AFSC: 3F071
MINIMUM GRADE: E-8	MAX GRADE: E-9
OPEN NATIONWIDE	RETRAINING AVAILABLE: NO

DUTIES AND RESPONSIBILITIES: The purpose is to manage all full-time manpower requirements; provide manpower advisory services for all state levels of command; perform position management for technician requirements. Reviews proposed organizational structures based on management needs, local realignments, force structure changes, appropriate position classifications and agreement with the basis for the manpower requirements of the organization. Coordinates necessary changes with proper program managers. Provides broad management advisory services. Provides recommendations to managers and supervisors relative to ways to reduce turnover, prevent job dilution, facilitate career development, achieve upward mobility, and restructure jobs to facilitate recruiting. Ensures manpower structures achieve the optimum balance between economy, efficiency, skills utilization, and employee development. Advises on supervisory ratios, manpower design concepts, and organizational structures. Assists supervisors in the development of exceptions to manpower standards based on job analysis, supervisor input, and knowledge of the organization. Researches and prepares comprehensive justification for additive or deviations to manpower standards. Advises supervisors of impact of manpower changes on grade levels, organizational structure and mission accomplishment prior to affecting changes. Keeps abreast of projected force structure changes and the effects on organizational structures and impact to position management. Advises managers of methods to limit adverse impact and project enhancements based on currently filled positions and structures of organizations affected by realignments and force structure changes.

LENGTH OF TOUR: Initial tours will not exceed 3 years, and constitutes the Probationary Period. 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).

BASIC QUALIFICATIONS REQUIRED: In accordance with ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, Para 12.2. Eligibility for AGR Tours: Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. IAW AFI 48-123 para 11.10.2.1 applicants with a concurrent AGR assignment must have a current PHA on file. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Individuals on a DD Form 469, Duty Limiting Condition Report at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour. Application packets will be qualified based upon requirements listed in ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, The Air Force Enlisted/Officer Classification Directory and eligibility requirements listed on this announcement. **Members will process through the AGR Continuation Board when serving on an initial AGR tour.**

PAY & ALLOWANCES/MAJOR BENEFITS: AGR personnel receive Base Pay, Basic Allowance for Subsistence, Basic Allowance for Housing; Full medical care in military treatment facilities for AGR member and partial medical care and TRICARE benefits for dependents of AGR member. All AGR personnel are required to participate in electronic funds transfer (EFT) for all payments as a condition of employment per PL 104-134, 26 July 1996, The Debt Collection Improvement Act of 1996.

ADDITIONAL INFORMATION: Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply. **When max grade is listed as: E-8, E-9, O-4 – O-6, grade availability is dependent upon state control grade availability.** Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Persons eligible for or receiving a Federal retirement annuity are not eligible to apply. Restoration rights for Federal employees accepting AGR tours will be in accordance with Chapter 353, Federal Personnel Manual. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, or other non-merit reasons not interfering with membership in the Air National Guard or performance of required duties.

APPLICATION INSTRUCTIONS: Applications must be sent electronically by email to:
Ashley.s.kilpatrick2.mil@mail.mil and lorie.a.stephens.mil@mail.mil

IAW ANGI 36-101, all applicants must submit:

1. **NGB Form 34-1, Application for Active Guard Reserve (AGR) Position.**
2. **Current Virtual MPF RIP (within 30days).**
3. **Most recent Report of Individual Fitness** from the Air Force Fitness Management System (AFFMS).
4. **SF Form 181 (Race and Ethnicity Identifier)**
5. **Resume Detailing Experience (Optional).**

Please upload all documents, in the order as listed above, as one (1) pdf. Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName_VA#_JobTitle (i.e. Doe, John_86-20_Crew Chief)

How to combine/merge a PDF:

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3. Drag and drop your PDFs into the PDF combiner.
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6. Click 'Create!' to combine and download your PDF

If you have any questions please contact TSgt Ashley Kilpatrick at 405-228-5531 or SMSgt Lorie Stephens at 405-228-5511.