



OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 66-23

BUDGET ANALYST

OPEN DATE: 21 MAR 2023	CLOSING DATE: 30 MAR 2023
UNIT/DUTY LOCATION: 137 SOCPTF, OKC, OK	COMPATIBLE AFSC: 6F0X1
MINIMUM GRADE: E-7	MAX GRADE: E-7
OPEN TO MEMBERS OF THE 137 SOW	RETRAINING AVAILABLE: NO

BRIEF DESCRIPTION OF DUTIES: Performs budget formulation work involving preparation of detailed analyses of annual and/or multi-year budget estimates for assigned organizations/programs into a consolidated budget request. Analyzes and interprets NGB budgetary guidance to provide appropriate local budget policy and procedures. Develops budget formulation assumptions, formats organizational requirements for budget submissions. Requests, reviews, analyzes, edits, and consolidates budget submissions before forwarding to NGB. Develops appropriate narrative justification statements and presentation materials for budget submissions, un-funded requirements and programmatic changes. Develops detailed programming and justification and documentation for estimates included in the overall ANG Financial Plan, DoD Program Objective Memorandums (POM), and DoD Future Year Defense Programs (FYDP). Makes formal presentation of the proposed submission to the Financial Manager (FM), commanders, center managers, and resource advisors. Coordinates with NGB to appropriately defend estimates, answer specific questions, and provide clarification. Performs budget execution analysis of obligations incurred and actual expenditures of different sources and types of funding, such as one-year, multi-year, and no-year appropriations; reimbursement funds; and transfers of funds from other agencies. Identifies funding status, shortfalls, and provides guidance for the proper application of annual budget and/or allotment authority. Exercises broad latitude, judgment, and ingenuity in interpreting and applying guidance containing ambiguous or conflicting instructions to ensure legal/efficient use of funding. Exercises technical authority and control in approving or disapproving funding requests based on interpretations of fiscal law, regulation, or policy. Reviews funding documents for assigned appropriations. Allocates appropriated funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, quarterly projections, and approved funding. Performs analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives and determines where reprogramming actions may be necessary. Performs in-depth analysis of funding received versus projected expenditures for model-driven programs. Identifies trends and patterns, recommends ways to improve utilization of funds, and suggests alternative funding approaches. Evaluates the effect of cost and programmatic changes on the budget execution process. Adjusts fund allocations as required. Verifies, enters and adjusts budgetary data in a variety of forms, schedules, and reports. Provides analytical guidance for year-end close out to ensure proper, legal, and full utilization of funds.

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 DAFI 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 DAFI 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: amber.j.brown14.mil@army.mil. **Failure to submit all required documents as outlined below will result in your application not being considered for employment.** 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 myFitness.
4. SF Form 181 (Race and Ethnicity Identifier)
5. AF FORM 422 Must be obtained and verified within 6 months from your Medical Group.
6. 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: AGR Application: LastName, FirstName, VA#, JobTitle
EXAMPLE: AGR Application Doe, John, 86-22, Crew Chief

How to combine/merge a PDF:

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
5. Add more files, rotate, or delete files, if needed.
6. Click 'Merge PDF!' to combine and download your PDF

How create a portfolio:

1. Click Tools
2. Click Create PDF
3. Click Multiple Files
4. Click Create PDF Portfolio and Next
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
6. Click 'Create!' to combine and download your PDF

If you have any questions, please contact SMSgt Amber Brown at 405-228-5511.