



OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 61-24

TRAFFIC MANAGER

OPEN DATE: 4 SEP 24	CLOSING DATE: 4 OCT 24
UNIT/DUTY LOCATION: 137 LRS, OKC, OK	COMPATIBLE AFSC: 2T0X1
MINIMUM GRADE: E-5	MAX GRADE: E-7
OPEN NATIONWIDE	RETRAINING AVAILABLE: NO

BRIEF DESCRIPTION OF DUTIES: Member must be proficient technical all matters dealing with commercial movement of personnel and equipment. Analyzes and advises on transportation considerations relative to the domestic and international movement of equipment, supplies, and personnel via all commercial transportation modes. Assist in the development of, maintains, and exercises the commercial traffic functions of mobilization plans, as well as training programs for managers and mobilization augmentees on related transportation subjects. Analyzes traffic data and characteristics to determine areas of potential improvement and makes recommends for changes to the Traffic Manager; identifies economic and efficient uses of transportation; and projects mission transportation requirements. Obligates and executes funding for the commercial transportation mission. Ensures that traffic management and transportation services required to support the mission are accomplished. This includes services incident to receiving, processing, and dispatching commodity and passenger traffic; to include demurrage charges, drayage and other accessorial services not directly related to line-haul movements. Ensures the preparation of Transportation Discrepancy Reports (TDR) and other documents in support of government claims against carriers for freight loss and damage or failure to provide contracted services. Reconciles Commercial Bills of Lading to verify receipt and shipment of equipment and supplies. Interprets and enforces Federal, State, and local regulations concerning the movement of hazardous materials and general commodities through various modes of carriage. Monitors and ensures proper handling, packaging, and shipping of arms, ammunition and explosives (AA&E), Controlled Cryptographic Items (CCI), and classified/sensitive items. Safeguards accountable transportation documents, which may include Government Bills of Lading, Government Transportation Requests. Inspects, or provides for inspection of, commercial carrier terminals to locate and expedite delivery of astray government shipments. Ensures carrier capability complies with government requirements and specifications. Manages the Carrier Performance Program for the state and provides input to the Traffic Manager for the overall program. Procures domestic and international travel for both military and civilian passengers. Reviews the travel arrangements provided by the Travel Services Contractor ensuring that special fares and/or discounts are utilized when feasible. Ensures advance procurement of transportation services to achieve greatest overall cost efficiency and oversees the audit of the Travel Services Contractor for application of appropriate discounts for official travel. Advises travelers on entitlements and responsibilities and manages the processing of refunds for unused commercial tickets into the government accounting system. Ensures all travel requests are accompanied by approved travel orders and reconciles billing of requested travel services. Reconciles and validates the monthly billing for commercial air travel Centrally Billed Account (CBA) and submits it for payment. Maintains all transportation related automated systems and databases to support the Traffic Management Programs for the State. Accomplishes the full spectrum of support for state and Federal National Guard operations, training, readiness missions, natural disasters, and Homeland Defense/Defense Support of Civil Authorities (HLD/DSCA). Performs other related duties as assigned.

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:

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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 405-228-5255.