



OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD/RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 75-21

MANAGEMENT ANALYST

OPEN DATE: 27 SEP 2021	CLOSING DATE: 7 OCT 2021
UNIT/DUTY LOCATION: 138 MXG, TULSA, OK	COMPATIBLE AFSC: 2R071
MINIMUM GRADE: E-6	MAX GRADE: E-7
OPEN TO THE MEMBERS OF THE 138TH FW THAT ARE ONBOARD AGR	RETRAINING AVAILABLE: NO

DUTIES AND RESPONSIBILITIES: Collects, monitors, audits, evaluates, and analyzes MIS data. Periodically audits source data for accuracy, timeliness, and compliance with directives. Collects and maintains data for use in analysis reports, studies, and problem identification. Using statistical techniques, interprets findings from data, identifies trends and significant deviations, and recommends corrective action. Analyzes deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Prepares visual media for analysis studies. Prepares written reports and special studies; and presents recommendations and briefings to senior managers. Controls, manages, and maintains MISs. Performs FSA duties. Coordinates, effects development, and schedules MIS products, retrievals, and other programs. Identifies problems and recommends and applies corrective actions related to MIS operation and maintenance. Identifies and reports database problems and issues. Coordinates with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met. Focal point for MIS requirements and enhancements. Forwards requirements/enhancements to higher headquarters for approval.

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 para11.10.2.1 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. **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 PDF 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:

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.
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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 TSgt Ashley Kilpatrick at 405-228-5531 or SMSgt Lorie Stephens at 405-228-5511.