



**OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 19-26**

RECRUITING & RETENTION COMMANDER

OPEN DATE: 8 DEC 25	CLOSING DATE: 29 DEC 25
UNIT/DUTY LOCATION: JFHQ/137/138	COMPATIBLE AFSC: ANY
MINIMUM GRADE: O-3	MAX GRADE: O-5
OPEN TO MEMBERS OF THE OKLAHOMA AIR NATIONAL GUARD	RETRAINING AVAILABLE: N/A
IF SELECTEE IS DSG– SELECTEE WILL BE ON A ONE TIME OCCASIONAL TOUR UNTIL PERM FUNDING IS ALLOCATED	IF SELECTEE IS CURRENT ONBOARD AGR, MEMBER WILL BRING AGR RESOURCE UNTIL PERM FUNDING IS ALLOCATED

BRIEF DESCRIPTION OF DUTIES: The Oklahoma Air National Guard (OKANG) seeks a dynamic, mission-driven officer to lead its Recruiting & Retention (R&R) enterprise—an established, high-performing team poised for continued growth. The Commander will set the tone for a culture rooted in positive energy, professionalism, and relentless pursuit of excellence. This officer will ensure the OKANG continues to achieve and exceed recruiting and retention goals, reinforces the organization’s reputation as the nation’s premier Air National Guard, and guarantees readiness by bringing in and retaining the talent required for a growing mission set. This position requires a leader who inspires, empowers, and scales a high-energy team—while strategically aligning personnel, processes, and resources to support expanding manpower requirements and future mission growth. The officer selected for this position will directly shape the future of the Oklahoma Air National Guard—ensuring readiness, strengthening our force, and building the next generation of Airmen who will defend the nation. This is a leadership role that requires vision, presence, and an unyielding commitment to excellence.

Reports directly to Joint Force Headquarters. (JFHQ-State)

- Directs all Recruiting and Retention functions within their State.
- Directly supervises the Recruiting and Retention Senior Enlisted Leader and Recruiting Production Superintendent.
- Responsible for the selection, promotion, discipline or removal of recruiting and retention personnel.
- Directs administrative support for personnel programs such as new hire selection, recruiting training program, ancillary training, and leave programs.
- Has direct contact and feedback with Chief of Recruiting and Retention, A1Y.
- Provides State leadership with all updates and projections on recruiting operations.
- Develop and implement a comprehensive strength management (SM) plan in coordination with state regulations and local policies, to achieve established end strength goals.
- Work directly with State leadership on attrition management and retention.
- Monitor and evaluate unit strength throughout the state to determine SM trends and provide recommendations for improvement.
- Directs administrative support for personnel programs such as newcomers’ program, civilian personnel actions, weight control program, ancillary training, on-the-job training, and leave programs.
- Ensure adequate funding, training, advertising and logistical support is allocated for the successful operation of the recruiting and retention operations.
- Works directly with Wing and Squadron Commanders on force management ensuring the recruiting force is targeting Wing vacancies.
- Works directly with Squadron Commanders on reporting validated vacancies for updating the Vacancy Management Tool in AFRISS.
- Oversees the development of the State marketing strategy, ensuring the strategy addressing the needs of the local Wings.
- Coordinates and approves enlisted waiver requests for NPS and PS applicants are delegated to their level by the Director of the Air National Guard.

LENGTH OF TOUR: Initial tours will not exceed 3 years and constitute 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: **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.

APPLICATION INSTRUCTIONS: Applications must be sent electronically by email to: stephanie.olejownik@us.af.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 30 days).
3. Most recent *Fitness History Report* from myFitness.
4. AF FORM 422 Must be obtained and verified within 6 months from your Medical Group.
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: AGR Application: LastName, FirstName, VA#, JobTitle
EXAMPLE: AGR Application Doe, John, 01-25, 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 Stephanie Olejownik at 572-247-5255.