



OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 91-25

RETENTION OFFICE MANAGER

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| OPEN DATE: 26 JUN 25 | CLOSING DATE: 26 JUL 25 |
| UNIT/DUTY LOCATION: 138 FW, TULSA, OK | COMPATIBLE AFSC: 8RX00 or 3G0X1 |
| MINIMUM GRADE: E-6 PROMOTABLE | MAX GRADE: E-7 |
| OPEN TO MEMBERS NATIONWIDE | RETRAINING AVAILABLE: NO |

BRIEF DESCRIPTION OF DUTIES: Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning. Supervise/train traditional guard members who are directly involved in retention programs. Assist SPS in establishing local recruiting and retention production standards based on unit strength requirements. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance(O&M) and Advertising funds. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel. Manage office administration and serve as POC for all wing retention activities. Coordinate monthly with the FC and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the FC. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the SPS.

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 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: **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 30days).
3. Most recent *Report of Individual Fitness* 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**

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4. Click Create PDF Portfolio and Next
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 SMSgt Stephanie Olejownik at 572-247-5255.