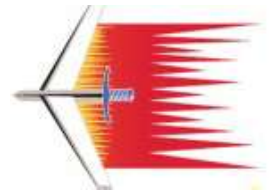




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2026-23**

Open: 15-May-26 Closes: 12-Jun-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Recruiting & Retention Commander	C083R0	O4/MAJ	0116086734

**ADVERTISE:** NCANG Members Only

**SECURITY CLEARANCE:** Secret

**UNIT/DUTY LOCATION:** JFHQ-NC

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Col Jeanie Helms	Jeanie.helms.1@us.af.mil	980-664-6181	N/A

**DUTIES AND RESPONSIBILITIES**

**Key Responsibilities:**

1. Develop and execute a comprehensive strength management (SM) plan aligned with National Guard Bureau (NGB) guidance, state regulations, and local policies to achieve end-strength goals. This includes short, mid, and long-range planning for the Recruiting & Retention Flight.
2. Collaborate with state leadership on attrition management, retention initiatives, and specific retention needs. Monitor unit strength, analyze trends, and recommend improvements. Conduct organizational and strength studies incorporating demographic analysis for military command structure location/relocation and reorganizations.
3. Oversee the state's recruiting and retention marketing strategy, advertising, public relations, and special events programs. Develop and implement regional awards and recognition programs.
4. Manage the Recruiting & Retention Flight, including personnel hiring, placement, assignments, performance reviews, training, and resource allocation (funding, equipment, facilities). Ensure Air Force Recruiting Information Support System (AFRISS-TF) accuracy.
5. Maintain liaison with the Military Entrance Processing Station (MEPS), educational institutions, businesses, community leaders, and other influencers to enhance Air National Guard market presence.
6. Oversee the Government Services Administration vehicle fleet and maintain a balanced budget in coordination with supporting finance office.
7. Coordinate and approve enlisted waiver requests for Non-Prior Service (NPS) and Prior Service (PS) applicants as delegated by Director of Air National Guard.
8. Maintain direct communication with NGB/RR and Wing/Squadron Commanders regarding force management, vacancy targeting, and AFRISS-TF updates.
9. All other duties as assigned.

## SPECIALTY QUALIFICATIONS

MIN/MAX RANK: O3/CPT - O4/MAJ

### Requirements:

1. Open to all Officers with a Fully Qualified AFSCs.
2. Maintain outstanding appearance, military bearing, and high standards of conduct with no history of disciplinary actions.
3. All applicants must be medically qualified or medically acceptable with waiver in accordance with DAFMAN 48-12. Candidates must maintain medical qualification throughout the selection process, to include the AGR OTOT start date.
4. Eligibility Requirement: Member must not attain 18-20 years TAFMS (sanctuary) between the tour start date thru 30 September 2027.

### Notes:

1. This is not a commissioning opportunity.
2. This is a One Time Occasional Tour (OTOT) Command AGR position with projected start date of 1 August 2026. Current end date of tour will be 30 September 2027. If temporary funding is extended past 30 September 2027, tour MAY be extended without additional advertising.
3. The Recruiting & Retention Flight, activated under Joint Force Headquarters, operates from the 145th Airlift Wing. The Recruiting & Retention Commander will be expected to travel frequently to Joint Force Headquarters.

## SPECIAL CONSIDERATIONS

## QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. 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. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. 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.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. OPB(s) (If available)
5. Fitness report from [myFitness](#)
6. TriMetrix Assessment - Contact SMSgt Chandra Wostenberg for details via Cell: 980-721-8535 or Email: [chandra.wostenberg@us.af.mil](mailto:chandra.wostenberg@us.af.mil)
7. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory

### EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

\*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to [145FSS.HRO.Actions@us.af.mil](mailto:145FSS.HRO.Actions@us.af.mil).

### THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.