CONNECTICUT AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT
(MVA 19-079)
CONNECTICUT ARMY AND AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE
MIDDLETOWN, CONNECTICUT 06457

POSITION/EMPLOYMENT OPPORTUNITY: NATIONWIDE

CTHR-AGR ANNOUNCEMENT NUMBER: 19-079  OPENING DATE: 17 June 2019
CLOSING DATE: 01 July 2019

AGR POSITION TITLE/ASSIGNMENT: Administrative/Personnel Craftsman

UNIT/LOCATION: 103D OG, CTANG, 100 Nicholson Rd, East Granby, CT 06026

SPMD GRD: TSgt-MSgt  UMD GRD: E6-E7  FAC: 10G100  AFSC: 3FXXX

AREA OF CONSIDERATION: NATIONWIDE

ELIGIBILITY REQUIREMENTS: All applicants must meet the duty eligibility standards of ANGI 36-101. Applicants must be medically qualified under provisions of AFI 48-123. Applicant must hold a minimum of Secret Security Clearance at time of application. Applicants must hold a 3FXXX AFSC in order to be eligible to apply. Applicants must possess a valid civilian driver’s license, and have a passing PT test.

POSITION DESCRIPTION: The purpose of this position is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. The PCIII work includes security clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements; performing and directing the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries; and monitoring a correspondence and reports suspense system. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. Performs other duties as assigned.
APPLICATION PACKAGE:
Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. All MVA questions should be directed to POC below.

ALL APPLICATION PACKETS must be mailed or delivered to:
Connecticut Army National Guard
Human Resource Office
ATTN: AGR Tour Office
375 Smith Street, Suite 111
Middletown, CT 06457
860-613-7616

Emailed application will not be accepted (exceptions may be made for Airmen deployed OCONUS only).

The application packet will consist of the following documents:

1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in “Current Home Address Line”.

2. Report of Individual Person (RIP) with minimum Secret Clearance. If secret clearance is expired (may not be older than 10 years from closing date) you must obtain security memo from the Wing security manager.

3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old).

4. AF Form 422 Notification of AF Member’s Qualification Status (not more than 12 months old).

5. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b, DD Form 214’s, or DD Form 1506 (Statement of Service).

6. Copy of State Civilian Driver’s License

7. Certificates of Training applicable to advertised position

8. Overgrade Letter of Understanding (If applicable)

9. Professional resume including duty history.

*All applications must be received in AGR Tour Branch no later than 1600 hours on the closing date of the announcement. Applications received after this time, regardless of postmark will be considered ineligible. Applications must be hand carried or mailed to the AGR Tour Branch at the above address.*

SELECTION PROCEDURE: All application packets that meet eligibility requirements will be forwarded to the selection board IAW ANGI 36-101. Applicants that do not meet eligibility requirements will be notified in writing as to why. Selection for this position will be based on qualification/fitness, and without discrimination because of race, religion, color, national origin, sex, political affiliation or any other non-merit factor. All applicants will receive written notification of the final action on their application.

MILITARY INCENTIVES/BONUS:
If selected, acceptance of an AGR position may impact your current incentive/bonus. Please contact the State Incentive Manager at 860-292-2574 for more information.