



CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #20-068

OPEN DATE: 17 September 2020

EXPIRATION DATE: 19 October 2020

Open To: Nationwide

(Also advertised as Technician Job Announcement CT-20-274)

Number of Positions:	1
Position Title:	Supervisory Human Resources Specialist
Unit/Duty Location:	103d Force Support Squadron, East Granby, CT 06026
Min/Max Grade for members who are <u>not</u> currently assigned to the CTANG:	SMSgt/E-8
Min/Max Grade for members who <u>are</u> currently assigned to the CTANG:	SMSgt/E-8 - CMSgt/E-9
Duty AFSC:	3F000 (3F0XX, 3F1XX, 3F2XX Eligible to Apply)
Security Clearance:	SECRET

The selectee (if not current E-9 AGR) will be placed upon a Control Grade waiting list before any further promotion to E-9.

HRO Remote: Ms. Selva Cabrera (860) 292-2573 DSN 220-2573, Email: selva.cabrera.1@us.af.mil

Job Summary: The primary purpose of this position is to supervise and manage the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions. Position is responsible to plan, direct, organize, and oversee the programs, events and activities of all functional areas within the Force Support Squadron essential to mission accomplishment.

The major duties include, but are not limited to:

- Provides administrative and technical supervision and guidance to the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions of the FSS.
- Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves/disapproves leave, ensures orientation of new employees, provides training, evaluates work performance of subordinates, initiates action to redefine positions, recommends awards when appropriate, approves within grade increases, extensive overtime and employee travel and resolves disciplinary problems.
- Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, EEO and diversity objectives.
- Hears and resolves employee and group grievances or complaints and refers serious unresolved complaints to higher-level management.
- Identifies and consults with Human Resources Office on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance.
- Plans, organizes, and directs the activities of military human resources programs, ensuring the Force Support Squadron complies with legal and regulatory requirements and meets customer needs.
- Executes management policies by developing and implementing internal procedures and plans of action, ensuring conformance to those policies.
- Establishes policies and procedures for accomplishment of Force Support Squadron programs. Exercises significant responsibilities in dealing with officials of other units/organizations, to include but not limited to Active Duty, MAJCOMs, NGB, Civilian/Governmental organizations.

MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.
13. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

Length of Tour: Initial AGR tour orders are probationary. The probationary period will not exceed three years. 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).

APPLICATION REQUIREMENTS

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. Current Report of Individual Personnel (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 from closing of advertisement).
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

APPLICATION PACKAGE:

Please ensure the package is in one single PDF and in the order of requirements above. 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 POCs below.

OUT OF AN ABUNDANCE OF CAUTION IN RESPONSE TO THE STATE OF THE NATION, APPLICATIONS MUST BE SENT VIA EMAIL TO THE INDIVIDUALS BELOW.

Connecticut Air National Guard
103d Force Support Squadron
HRO Remote
161 Rainbow Road, Bldg 2
East Granby, CT 06026
860-292-2573 or 860-613-7616
selva.cabrera.1@us.af.mil and josue.cintron@us.af.mil