



CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #22-070

OPEN DATE: XX November 2022

EXPIRATION DATE: 05 December 2022

Open To: Current On Board AGR's assigned to the 103d LRS

Number of Positions: 1
Position Title: Heavy Mobile Equipment Mechanic Supervisor
Unit/Duty Location: 103d LRS, East Granby, CT 06026
Min/Max Grade Authorized: MSgt/E7 through SMSgt/E8
Duty AFSC: 2T3X1
Security Clearance: SECRET

**Grade and AFSC requirement must be met prior to application.*

**SMSgt/E8 contingent upon the availability of Control Grade.*

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

Job Summary: The primary purpose is to exercise technical and administrative supervision over subordinate supervisors, work leaders, and workers in accomplishing trades and labor work of the Vehicle Management Flight and to perform associated non-supervisory work. The flight is responsible for overall management, maintenance, and repair of the wing's vehicle fleet and account for and maintain vehicle assets so they are safe, efficient, environmentally sound and meet the unit's needs.

The major duties include, but are not limited to:

-Performs work planning responsibilities for the Vehicle Management Flight. Plans on a quarterly or longer basis the overall use of personnel and other resources. Determines resource requirements, materials, number of employees and the types of skill necessary to accomplish long range work schedules. Allocates resources and distributes work to organizational segments or groups under their control. Analyzes work plans developed by subordinate supervisors and work leaders and monitors the status of that work in relation to the overall schedule requirements, including unanticipated or emergency requirements. Provides information and advice to higher level supervisors, management officials, and staff organizations on feasibility of work assignments, budget estimates, and workload data to assist in developing or reviewing proposed long-range schedules and work requirements. May participate with superiors in planning conferences and meetings.

-Performs work direction responsibilities. Assigns and explains work requirements and operating instructions to subordinates and sets deadlines and establishes the sequence of work operations to be followed. Maintains balanced workloads by shifting assignments, workers, and other resources to achieve the most effective work operations. Reviews and analyzes work accomplishments, cost, and utilization of subordinates to evaluate work progress, control costs, and anticipate and avoid possible problems. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Participates with management officials and/or engineering personnel to develop qualitative and/or quantitative work standards. Evaluates work operations and reviews completed work and inspection reports to assure that standards are met. Coordinates work operations with the supervisors of other organizations and functions.

-Performs administration responsibilities. Participates with the employees in the development of performance plans. Advises them in advance of performance expectations. Provides feedback on strengths and weaknesses. Appraises performance of subordinate employees in accordance with regulations. Schedules leave of subordinate employees.

-Ensures education in, compliance with, and practice of security directives, good safety, and health habits in all work areas. Ensures employees with access to classified information comply with security directives.

-Applies Equal Employment Opportunity (EEO) principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination.

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 DAFMAN 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.
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. 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 six 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 22, 23A 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 (Optional).
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.

APPLICATIONS MUST BE SENT VIA EMAIL TO BOTH THE INDIVIDUALS BELOW. PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.

Ms. Selva Cabrera; Mr. Josue Cintron
860-292-2573; 860-613-7616

selva.cabrera.1@us.af.mil; josue.cintron@us.af.mil or josue.b.cintron.civ@army.mil