



CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #23-030

OPEN DATE: 01 September 2023

EXPIRATION DATE: 02 October 2023

Open To: Nationwide

Number of Positions: 1
Position Title: Management and Program Assistant
Unit/Duty Location: 103d OG, East Granby, CT 06026
Min/Max Grade Authorized: SRA/E4 through TSgt/E6
Duty AFSC: 3F571
Security Clearance: SECRET

*Grade requirement must be met prior to application.

*Must hold 3F0X1 or 3F5X1 AFSC prior to application.

Job Summary: The primary purpose of this position is to assist in managing the Group Customer Services Functions such as Training Management, Deployment Monitor, Resource Advisor, Security Management, Self-Assessment coordinator, Defense Travel System Administrator, Military Personnel Data system operator.

The major duties include, but are not limited to:

-Assists in analyzing statistical and narrative data in order to improve efficiency of the administrative processes in the organization. Analyzes production and personnel action data, policies, SOP's, directives etc. Data consist of Enlisted Performance Reports / Officer Performance Reports, Metrics, Unit Manning Document, hiring, personnel actions, limited duty, data calls, etc. Employee must be able to protect sensitive information and communicate these issues with only appropriate personnel. Independently or as a member of a team will conduct special projects throughout the organization using established methods of gathering and tracking data, doing flow chart analysis, trend analysis identifying and resolving issues.

-Incumbent ensures that priority actions are properly staffed and executed throughout the organization. Establishes controls and suspense dates and follows up to ensure that required actions and responses are completed within deadlines. Documents proceedings and furnishes supplementary guidance/information as requested. Assesses the need for and coordinates acquisition of resources, personnel, services, supplies, equipment, facilities maintenance, etc., needed for effective operation of the organization. Coordinates with staff and follows through to ensure timely delivery of necessary support. Receives and reviews all correspondence for the Group Commander. Prepares replies when material does not require direct attention of management subject matter experts.

-Establishes and maintains Commander schedules, operating files, time reporting, leave, system access and records. Answers telephone inquiries or refers to appropriate staff. Uses judgment to answer recurring questions to resolve issues. Distributes communications, recording the receipt, suspense, and completion dates as appropriate. Monitors status of forms and expendable supplies. Coordinates all travel arrangements and performs all transactions in the Defense Travel System for senior personnel. Arranges conferences and/or meetings to be held locally. Establishes and maintains Commander schedules, operating files, time reporting, leave, system access and records. Answers telephone inquiries or refers to appropriate staff. Uses judgment to answer recurring questions to resolve issues. Distributes communications, recording the receipt, suspense, and completion dates as appropriate. Monitors status of forms and expendable supplies. Coordinates all travel arrangements and performs all transactions in the Defense Travel System for senior personnel.

-Purchases supplies and initiates purchase requests for the Group. Serves as Government Purchase Card holder for the supply purchases. May serve as Hand Receipt holder for the Group.

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. For advertisements where the AFSC is not required prior to application, applicants must meet minimum ASVAB requirements for the advertised position.
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. Ashlynn Stone; Mr. Josue Cintron

860-292-2573; 860-613-7616

ashlynn.stone@us.af.mil; josue.cintron@us.af.mil or josue.b.cintron.civ@army.mil