



## CONNECTICUT AIR NATIONAL GUARD HUMAN RESOURCE OFFICE

375 Smith Street  
Middletown, CT 06457



### ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #25-006

**OPEN DATE: 15 January 2025**

**EXPIRATION DATE: 13 February 2025**

#### Open To: Nationwide

**Number of Positions:**

**1**

**Position Title:**

**Fire Chief / 1112-104**

**Unit/Duty Location:**

**103d CES, East Granby, CT 06026**

**Min/Max Grade Authorized:**

**MSgt/E7 through SMSgt/E8\***

**Duty AFSC:**

**\* 3E7XX**

**Security Clearance:**

**\* SECRET**

**\*Promotion to E-8 is subject to availability of an AGR Controlled Grade.**

**\*Applicants MUST have the following certifications at time of application submission: -**

- Fire Officer IV
- Fire Instructor II
- Fire Inspector II
- Hazardous Materials Incident Commander
- ICS 300/400

**\*PCS costs are reimbursable.**

**Job Summary:** The Fire Chief is responsible for overall management and administration of the Fire Emergency Services department. He/She is charged with establishing and implementing an effective fire prevention, Training, Safety/Health, logistics and operational protection program. This is accomplished by utilizing Standard Operating Guides (SOG's) and Policy Letters. The Chief reports directly to the Base Civil Engineer. Department of Defense Instruction 6055.06, Air Force Instruction 32-2001, AFI 32-2001 and Master Cooperative Agreement Appendix 24 all lend guidance for the operations and management of the department. Unless otherwise documented in an Air National Guard regulation or Instruction, the governing documents are derived from Department of Defense and the Air Force.

#### The major duties include, but are not limited to:

-Plans, organizes, and oversees the activities of the Fire Emergency Services department. Develops goals and objectives that integrate organization and Civil Engineering objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the department, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of fire protection, prevention, crash rescue, and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures.

-Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised, and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors.

-Represents the Fire Emergency Services department with a variety of installation and functional area organizations. Establishes, develops, and maintains effective working relationships with personnel, manpower, other staff officials, and municipal and other federal fire departments. Provides technical advisory services to management on all matters pertaining to fire protection and prevention. Negotiates mutual aid agreements with other local fire departments, reviewing agreements frequently and updating as required. Evaluates fire departments with which mutual aid agreements exist to ensure their capability to provide firefighting assistance. Meets with key customers and coordinating officials to assess customer satisfaction, explain organizational policy and procedures, and resolve significant problems that arise.

Assumes full charge at crashes, fire, or emergency situations, directing activities and personnel, transmitting instructions to Assistant Chiefs on the scene or other personnel as to the procedures to be followed. Personally takes charge when highly classified weapons or equipment are involved in fire, watching exposures and taking necessary precautions for protecting surrounding facilities. Assures that equipment is properly utilized, determining and using the more effective combative agent for various types of fires.

Determines need, budgets for, and recommends acquisition of additional and/or different fire protection, firefighting, and specialized rescue equipment, contract services, formal training, etc. Provides technical advice on fire protection aspects of engineering projects; aircraft operational training programs; munitions storage, processing, and handling; supply storage; fuel storage and handling; aircraft and vehicle maintenance operations; and utilization of buildings and facilities. In areas in which established standardized procedures, techniques, and equipment are inadequate, participates in developing or initially implementing new or improved techniques, procedures, or equipment.

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## MINIMUM QUALIFICATION REQUIREMENTS

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- 1. At a minimum applicants must possess the following certifications: Fire Officer IV, Fire Instructor II, Fire Inspector II, Hazardous Materials Incident Commander, ICS 300/400.**
2. 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.
3. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.
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.

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**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).

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## APPLICATION REQUIREMENTS

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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. **Fire Officer IV Certification; Fire Instructor II Certification; Fire Inspector II Certification; Hazardous Materials Incident Commander Certification; ICS 300/400 Certification.**
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 ALL OF THE INDIVIDUALS BELOW.**

**PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.**

Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil

MSgt Ashlynn Stone; 860-292-2443; ashlynn.stone@us.af.mil

Mr. Jose Lara; 860-613-7618; jose.p.lara5.civ@army.mil

SFC Nicole Vassallo; 860-613-7617; nicole.j.vassallo.mil@army.mil

CW4 Daniel Serbyn; 860-613-7608; daniel.j.serbyn.mil@army.mil