



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25-028

OPEN DATE: 22 April 2025

EXPIRATION DATE: 06 May 2025

Open To: CTANG ONBOARD AGR ONLY

Number of Positions: Position 1

Title: C2 Sys Operations (Aviation Resource MGT) 105-0172

Unit/Duty Location: 103d OSS East Granby, CT 06026

Min/Max Grade Authorized: E6-E7

Duty AFSC: *1C072

Security Clearance: *SECRET

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

***Must hold AFSC prior to application.**

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

Job Summary:

Purpose is to: plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. This is accomplished through the: interpreting and administering of laws and regulations; directing, controlling, and monitoring the resource and training requirements of assigned rated and non rated aircrew for mission accomplishment and safety of flight; and serving as the overall ARMS database manager, analyst, and administrator for the Wing. As required, the position periodically performs Flight Services Specialist duties.

The Major Duties Include But Are Not Limited To:

(1) Interprets and administers laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement to Aircrew Incentive Pay (ACIP), Career Enlisted Force Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP, (parachutist duty)) on all aviation related duties for personnel assigned to the Air National Guard unit. Determines eligibility and prepares Military Pay Orders authorizing awarding or recoupment of incentive pay actions based on Department of Defense regulations, Air Force Instructions and all governing laws. Develops validation processes to determine if assigned aircrew members meet incentive pay requirements in accordance with (IAW) various Department of Defense (DoD) and Air Force (AF) Regulations; reconciles ARMS records by comparing against documentation from Finance and Maintenance Operations Control; and ensures incentive pay entitlements are processed and reviewed and reconciled IAW established public laws. Advises aircrew members when pay entitlements change. Provides accurate and timely historical incentive pay records to the Air Force Audit Agency and Federal Aviation Authority (FAA) upon official request.

(2) Controls, and monitors the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight. Receives direction and coordinates aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FSC). Researches, validates, and interprets Air Force Instruction (AFI) Mission Design Series (MDS) specific medical and physiological requirements and flying and ground training requirements; and compares with higher headquarters mission training requirements to create the ARMS training table. Translates these requirements into aircrew training tables, profiles, reports, etc., and utilizes products to provide information to aircrew, senior leadership, training coordinators, commanders, and outside sources to include Numbered Air Force (NAF), Major Commands (MAJCOM), and Headquarters (HQ) U.S. Air Force (USAF) to show training requirements, overall training objectives, and accomplishments. Manages Wing Flying Hour Program by developing procedures for accurate and timely processing of flying hours and verifies accuracy with Logistics Group personnel to determine inventories of assigned, projected, available, and actual expenditure of hours. Develops and provides information and reports to reflect training accomplishments, pending training requirements, cost for flying hours expended and how this impacts year end goals for training and flying hours budget. Develops and executes procedures or checklists for in processing, out processing, auditing and self-inspections of flight record folders for all aviators to include written go-no-go procedures, pre-mission, and post-mission review; recording aircrew and aircraft flying hour data; and determining aviation service action for attached and assigned flying personnel as it directly affects mission accomplishment and safety of flight. Reviews a variety of documentation and ensures aviation personnel are assigned to the proper Aviation Position Indicator and verifies these indicators are mirrored on several Unit Manning Documents (UMD) including State Headquarters, Fighter Wing, Medical Squadron, Operations Group and Fighter Squadron. Authenticates and publishes aeronautical orders to start, suspend, disqualify or terminate aircrew member's requirement to perform operational flying or jump duties and awards aeronautical ratings, aviation badges; and assigns the appropriate aircraft Mission Design Series. Develops database queries to assist in identification of suspense actions or actions requested by senior leadership to include promotion boards, disciplinary boards, or commander specific requirements. Determines eligibility for aeronautical ratings in accordance with several Department of Defense guidelines and instructions. Determines the requirements to build Flight Evaluation, and Career Enlisted Aviator Aircrew Evaluation Board packages for higher headquarters coordination and approval. Develops and maintains procedures with outside agencies (i.e. FAA, Office of Special Investigation (OSI), etc.) to validate that aircrew medical requirements are in compliance and accomplished in accordance with appropriate Air Force Instruction. Provides individual aircrew aviation service and historical data to requesting civilian and federal agencies for several purposes to include aircraft accident investigations and the intent to hire purposes under FAA guidelines and according to the Pilot Records Improvement Act of 1996. Writes and revises several independent local operating instructions including Aircraft Accident Procedures. Coordinates matters with NGB, HQ MAJCOM, and service organizations staff personnel to obtain clarification or recommend changes to instructions and procedures. Serves as the wing focal point for aviation service actions for upward reporting.

(3) Performs Flight Services Specialist work within the Air Operations Division which is responsible for coordinating and maintaining liaisons with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. Works independently to provide aircrews with information and assistance for planning and conducting safe flight operations. Provides preflight briefings to military and civilian aircrews, reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DoD and International Civil Aviation Organization directives, provides flight following as required on all flight plans and briefs Notices to Airmen (NOTAMS) as required prior to flight. Communicates with in-flight aircrew through use of UHF/VHF communications, to provide information regarding flight plans, clearances, advisories on local, en-route, and destination airfield conditions. Coordinates and schedules use of special military airspace including air refueling areas, military operating areas, and landing and drop zones. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft. Coordinates and performs foreign object debris inspections on taxiing and parking areas. As required, activates secondary crash phone network for aircraft accidents, and in-flight/ground emergencies.

(4) Performs other duties as assigned.

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 ALL THE INDIVIDUALS BELOW.

PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.

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

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

HRO: 860-613-7608; ng.ct.ctang.mbx.agr-tour-branch@army.mil