



**CONNECTICUT AIR NATIONAL GUARD  
HUMAN RESOURCE OFFICE**

375 Smith Street  
Middletown, CT 06457



**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25-046**

**OPEN DATE: 09 October 2025**

**EXPIRATION DATE: 23 October 2025**

**Open To: On-board AGR within the CTANG\***

<b>Number of Positions:</b>	<b>1</b>
<b>Title:</b>	<b>Inspection Specialist (Superintendent) / 1062-973</b>
<b>Unit/Duty Location:</b>	<b>103d AW, East Granby, CT 06026</b>
<b>Min/Max Grade Authorized:</b>	<b>MSgt / E7 Through SMSgt / E8*upon control grade availability*</b>
<b>Duty AFSC:</b>	<b>8I000*</b>
<b>Security Clearance:</b>	<b>SECRET*</b>

**\*Required Prior to application.**

**\* Applicant cannot have any Adverse Administrative Action within the past 2 years.**

**\* In the event an on-board E8 is selected, the associated control grade will transfer alongside the member.**

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

**Job Summary:**

This position is located in an Air National Guard (ANG) Wing Inspector General (IG) Office. The Inspector General (IG) Superintendent oversees various complex IG activities, develops policy, and advises the Wing IG on effectively implementing The Inspection System, to include the Commanders' Inspection Programs (CCIP), as well as the Complaints Resolution, and Fraud, Waste, and Abuse (FWA) Programs. Work products impact a wide range of agency activities.

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## **The Major Duties Include But Are Not Limited To:**

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- Serves as a Subject Matter Expert (SME) for all IG programs and exercises significant responsibility as a Wing advisor of The Inspection System, CCIP, Unit Self-Assessment Program (USAP), Complaints Resolution Program (CRP) and FWA Program. Oversees multifaceted IG programs designed to independently assess unit(s) mission readiness, economy, efficiency, and state of discipline for the Wing; and provides timely, credible, and impartial information to program managers, policymakers, and leaders at all levels. Applies extensive knowledge of the Wing and Geographically Separated Unit (GSU) mission sets to develop policy and objectives that integrate IG programs in accordance with Wing Commander's intent, Joint Force Headquarters (JFHQ), multiple Gaining Major Commands (G-MAJCOMs), National Guard Bureau (NGB), Department of the Air Force (DAF), and Department of Defense (DoD) directives. Establishes metrics and analyzes complex data from a variety of sources/systems, to include Management Internal Control Toolset (MICT), Inspector General Evaluation Management System (IGEMS), and Inspector General Evaluation Management System – Classified (IGEMS-C), to identify risk and eliminate undetected non-compliance within the organization. Supports the Wing IG in the overall management and implementation of a wide range of IG functions, to include multiple agency coordination and process improvement affecting mission driven decisions for the Wing Commander.
- Responsible for planning and executing the various complex programs supporting of the Wing CCIP. Organizes and conducts independent evaluations of high-risk mission areas to identify issues interfering with readiness, economy, efficiency, discipline, effectiveness, compliance, performance, and surety. Utilizes a systematic approach to analyze enterprise-wide inspection data including G-MAJCOM(s) continual evaluations, Higher Headquarter (HHQ) Staff Assistance Visits (SAVs), Air Force Audit Agency (AFAA), Wing Climate surveys, and Defense Readiness Report System (DRRS), etc., to develop a comprehensive Risk Based Sampling Strategy (RBSS) which is designed to identify potential blind spots to aid commanders' decisions to allocate resources. Autonomously conducts reoccurring focus groups across the Wing to fact-find and inform RBSS which may detect Wing IG level complaints. Creates a wing-wide inspection and exercise plan, designed to inform leadership of areas of mission execution shortfalls and non-compliance through the Major Graded Areas (MGAs). Performs complex analysis to implement the CCIP as an integrated, synchronized system of inspections, mission assurance exercises, and readiness exercises.
- Oversees the management of Wing instruction and develops goals using detailed analysis of the Wing USAP and IG systems of record, to include IGEMS, IGEMS-C and MICT. Ensures the Wing USAP is developed and continually refined to inform the CCIP of the Wing's overall health. Collaborates with personnel at all levels within the Wing to foster an environment of critical self-assessment and corrective action planning. Ensures adequate guidance and training is developed and provided to Commanders, Unit Self-Assessment Program Managers (USAPMs), MICT Administrators, and IGEMS users across the Wing who are executing the self-assessment portion of the CCIP. Supports Commanders at all levels as they build and preserve robust USAPs designed to fulfill their congressional requirements and DAF regulations to inspect those under their command. Oversees the administration of MICT, IGEMS, IGEMS-C across the Wing and safeguards personally identifiable information (PII), controlled unclassified information (CUI), and higher classified data. In coordination with the Director of Inspections, synthesizes inspection data, mitigates risk, and drives wing-wide policy and procedure changes as part of the Commander's Inspection Management Board (CIMB). Compiles data, analysis, and trend reports through the CCIP dashboard to advise the Wing Commander of the Wing's overall health and compliance. Oversees the Wing's waiver management process; reviews and provides advice for waiver creation from the Wing to NGB and/or G-MAJCOM(s).
- Serves as an independent IG in overall operation, administration, and management of the CRP, IG Investigations, FWA, and Whistleblower Reprisal program. Assists the Wing IG in the development, review, and implementation of local guidance; supplements to G-MAJCOM(s) policies and procedures to achieve prompt and proper resolution of investigations and inquiries under the IG CRP. Advises the Wing IG and Wing Commander on all activities related to CRP and FWA, especially matters that are unprecedented, controversial, highly visible, or of significant importance to the Commander or public. Acts as the Commander's eyes and ears to be alert for and keep senior leadership informed of the Wing climate and matters that are indicative of systemic, morale, or other problems that may impede efficiency and mission effectiveness. Hears, analyzes, and investigates a variety of IG complaints, grievances, inquiries, and/or suggestions at any time from military members (retired and active), civilians, dependents, or the general public. Assists in the management of policies and procedures for conducting complex complaint analyses from initial receipt of complaint through case closure. Conducts interviews and research to obtain facts sufficient to analyze and support the conclusions of the investigation and determine whether allegations are substantiated or not. Complaints are all thoroughly analyzed utilizing initiative, knowledge, and experience to reach a resolution strategy or to further consult with various referral and/or assistance agencies.
- Coordinates with the Wing Commander and Wing IG to identify and apportion appropriate manpower to administer effective CCIP and CRPs as IG duty is a position of high public trust and personnel selected must be functional experts with a breadth of experience. Serves as a SME on IG force development and roles and responsibilities as outlined in DAF, G-MAJCOM(s) and Career Field Manager's guidance. Advocates for IG personnel and WIT members with a substantial breadth of experience, exceptional maturity and demonstrated sound judgement, attributes of the highest professional standards and moral character, as well as possess security clearance commensurate with duties required, holds no record of civil conviction or conviction by court-marital, non-judicial punishment, or Unfavorable Information File (UIF), in order to provide credibility for those Airmen, family members, and civilians who seek IG assistance. Develops and administers local IG and WIT training covering a wide range of critical skills.

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## MINIMUM QUALIFICATION REQUIREMENTS

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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.

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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), or PCARS (AFR).
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

HRO: ng.ct.ctang.mbx.agr-tour-branch@army.mil; 860-613-7616