



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-005

OPEN DATE: 10 February 2026

EXPIRATION DATE: 24 February 2026

Open To: On-Board AGR Only

Number of Positions: 1
Title: Traffic Management Specialist / 0884-818
Unit/Duty Location: 103d LRS, East Granby, CT 06026
Min/Max Grade Authorized: E6 / TSgt through E8 / SMSgt (Upon control grade availability)
Duty AFSC: 2T171 or 2T071 *
Security Clearance: SECRET*

*Required at time of application.

*Open only to those currently employed personnel assigned to the **103d LRS** of the CT Air National Guard.

*If E8 selected, Control Grade to transfer with member.

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

Job Summary:

This position is located in the Distribution Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The purpose of this position is to serve as a Distribution Manager, which provides technical expertise and support relating to the movement of equipment, supplies, and personnel for both peacetime and wartime. Manages, directs, develops, plans, and analyzes deployment and distribution management programs.

The Major Duties Include But Are Not Limited To:

- Serves as the sole technical transportation advisor to all statewide or base operating officials on all matters dealing with commercial movement of personnel and equipment. Analyzes and advises on transportation considerations relative to the domestic and international movement of equipment, supplies, and personnel via surface and air modes. Develops, maintains, and exercises the commercial traffic functions of mobilization plans, as well as training programs for managers and mobilization augmentees on related transportation subjects. Assists the Defense Movement Coordinator (DMC), as required, with the preparation of the commercial transportation portions of the Automated Unit Equipment List (AUEL).
- Manages all materiel distribution activities, including organic ground transportation for cargo and personnel. Uses military and commercial transportation to move cargo and personnel using a multitude of vehicles in direct support of mission requirements. This includes light and heavy-duty vehicles such as buses, truck and semi-trailer combinations, forklifts, and wrecker/recovery vehicles. Administers and facilitates operations associated with packaging, classifying, and arranging cargo for shipment or storage. Plans, organizes, and directs vehicle transportation to support operational missions.
- Ensures that traffic management and transportation services required to support the mission are accomplished. This includes services incident to receiving, processing, and dispatching commodity and passenger traffic; to include demurrage charges, drayage and other accessorial services not directly related to line-haul movements. Ensures the preparation of Transportation Discrepancy Reports (TDR) and other documents in support of government claims against carriers for freight loss and damage or failure to provide contracted services. Reconciles Commercial Bills of Lading to verify receipt and shipment of equipment and supplies. Interprets and enforces Federal, state, and local regulations concerning the movement of hazardous materials and general commodities through various modes of carriage.
- Inspects, or provides for inspection of, commercial carrier terminals to locate and expedite delivery of astray government shipments. Ensures carrier capability complies with government requirements and specifications. Manages the Carrier Performance Program for the state and provides input to Surface Deployment and Distribution Command.
- Reviews, as required, individual paperwork associated with a Permanent Change of Station (PCS) Personally Performed Moves (PPMs) to ensure requested reimbursement on charges are in line with a commercial PCS move.
- Procures domestic and international travel for both military and civilian passengers. Reviews the travel arrangements provided by the Travel Services Contractor ensuring that special fares and/or discounts are utilized when feasible. Ensures advance procurement of transportation services to achieve greatest overall cost efficiency and oversees the audit of the Travel Services Contractor for application of appropriate discounts for official travel. Monitors the approved Travel Agent for official travel for quality assurance as a Contract Officer Representative (COR). Advises travelers on entitlements and responsibilities and manages the processing of refunds for unused commercial tickets into the government accounting system.
- Provides coordination, as required, for the base's Space Available (A) travel program which may include but is not limited to: oversight of the manifesting of passengers, coordination with Base Operations and Security, checking passenger credentials to determine authorization for Space A use, and/or providing security and safety briefings to passengers.
- Coordinates with functional managers to ensure assets (i.e., reusable containers) are accounted for, serviceable, properly stored and maintained for deployment. Manages and inspects containers for the shipment of arms, ammunition, and explosives (AA&E). Verifies safety inspection certificates of commercial carrier equipment prior to use.
- Exercises supervision over subordinate employees. Implements provisions of personnel management such as the Equal Employment Opportunity (EEO) program, merit promotion, career development, performance appraisals, counseling service, incentive awards and position management. Selects or contributes significantly to the selection of subordinates as required. Hears employee grievances and works with union representatives as necessary. Plans for and schedules assignments to subordinates.

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), 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.

HRO: 860-613-7618; ng.ct.ctang.mbx.agr-tour-branch@army.mil