



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-009

OPEN DATE: 19 February 2026

EXPIRATION DATE: 05 March 2026

Open To: On-Board AGR

Number of Positions: 1
Title: Program Manager (Mission Support Officer) / 0779-101
Unit/Duty Location: 103d AW, East Granby, CT 06026
Min/Max Grade Authorized: O5-O6
Duty AFSC: Any AFSC*
Security Clearance: SECRET*

*Required at time of application.

*Must have completed all O-6 eligibility requirements and be a graduated Squadron Commander

*Control Grade to transfer with Member

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

Job Summary:

The primary purpose is to serve as the host base Mission Support Group Commander, with a working knowledge of, and responsibility for directing all infrastructure operations of an aviation base. Managed operations include civil engineering, crash/fire/rescue, disaster preparedness, environmental management, personnel, command, control, communications and computer systems (C4), logistics plans, programs and readiness, base supply, transportation, vehicle maintenance, contracting, security forces, medical support, base services, fuels management, aerial port operations (as assigned), and all other support base functions. The position has responsibility for directing and managing all Mission Support programs and operations in support of the total base, to include tenant organizations and assigned geographically separated units. Serviced personnel include Military Technicians, Active Guard/Reserve personnel, Traditional Guard members, Non-Dual Status Technicians, employees of tenant organizations, state employees, and contract personnel.

The Major Duties Include But Are Not Limited To:

- Provides group level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Directs work to be accomplished by an organization consisting of 8 - 12 full-time direct-report subordinate supervisors and 100-150 base support employees in technician grades up to GS-13, Active Guard/Reserve (AGR) military grades up to Lt Colonel, and various state program and contract employees engaged in supervisory, professional, technical and administrative work. The base level of work managed and directed is determined to be GS-11. Directs and supervises, through subordinate supervisors, staff and production functions affecting base operating support through a wide variety of high cost, sophisticated communications and computer systems, personnel data systems, real property assets, and associated equipment that comprise a significant share of base fiscal resources. A work force of highly skilled staff management, professional, administrative, technical, trades, and crafts occupations in air technician, AGR, state employee, contract employee, and traditional guard status accomplish the work. Employees are employed under a variety of personnel programs, to include AGR, Federal, contractor, and state. Sets priorities and prepares schedules for completion of work. Plans, develops and publishes mission support policies and procedures within the established controls of higher command echelons. Assigns work to subordinate units based on priorities, work requirements and responsibility assignments, and the capabilities of employees. Reviews, accepts, amends or rejects work which has been accomplished through subordinate supervisors. Consults with subordinate supervisors and training specialists on employee development and training needs. Ensures provision of such development and training. Makes decisions on work problems presented by subordinate supervisors. Collaborates with leaders of other units to negotiate, determine, decide on, and/or coordinate work affecting other units not personally supervised. Advises state, local, and Federal officials with broader and higher responsibilities on problems involving the relationship of the work of the organizations supervised to broader programs, and work impact on such programs. Coordinates legal and technical criteria and procedures for rendering decisions associated with mission support functions and corollary higher headquarters and cross-functioning agencies. Plans, develops, and executes support annexes to USAF and MAJCOM operating plans. Evaluates and monitors combat readiness of all mission support functions and branches, as well as all wing personnel, with regard to survivability, chemical defense, and weapons qualification. Reviews and integrates mission support elements with the Operations and Aircraft Maintenance Groups to ensure the units' ability to survive and operate under various conditions. Ensures appropriate service is provided to all geographically separated units (GSU) supported by the host base. Directs all host base infrastructure activities and functions. Evaluates supervisors and reviews evaluations made by supervisors for their assigned employees. Approves selections for supervisory and non-supervisory positions.

- Implements the host Mission Support Group portion of the Designed Operational Capability (DOC) statement of the unit and/or the Emergency War Orders (EWO). In support of USAF Air Expeditionary Force (AEF), Expeditionary Combat Support (ECS) requirements, develops and implements unit plans for execution of deployments and contingency objectives to meet USAF and Joint Chiefs of Staff (JCS) goals. Coordinates required AEF planning and resources with other ANG and USAF units, the National Guard Bureau, and other higher headquarters agencies to support and implement the AEF mission. Represents the wing at scheduled national-level planning conferences to commit wing personnel and materiel resources to sustain AEF/ECS tasking. Through analysis of unit strengths and capabilities, balances ECS commitments to ensure acceptable OPSTEMPO and PERSTEMPO levels. Manages and directs all wing activation, mobilization, deployment, and demobilization activities and functions. Represents and speaks for the Wing Commander in the designated jurisdictional area with representatives of the National Guard Bureau, the Adjutant General, USP&FO, MAJCOMs, other military components, tenant units and organizations, state/local governments, local media, business and other public/private groups or organizations having an interest in the programs of the wing/base. Upon request, prepares and briefs congressional staff on military construction program (MCP) issues affecting the entire wing/base. Coordinates support activities across agency lines, e.g., Federal Emergency Management Agency (FEMA), state and/or county Office of Emergency Management, Federal Aviation Administration (FAA), environmental offices and agencies, and with wing operations and aircraft maintenance areas. As primary liaison for wing involvement in Military Support to Civil Authorities (MSCA), plans, implements, and directs unit response in such areas as homeland defense, weapons of mass effect, counterdrug support, and disaster response. Negotiates joint use agreements with local airport authorities. Establishes and maintains frequent and direct contact with NGB staff and with counterparts at other ANG bases in order to resolve problems affecting support capabilities and to ensure timely exchange of pertinent technical, managerial, and mission information.

The Major Duties Include But Are Not Limited To:

- Directs the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions. Identifies training, personnel, and equipment requirements, and ensures the readiness capability of each assigned unit. Assesses the status impact on organizational programs and resource management. Serves as primary advisor to the wing staff concerning application and implementation of new technologies that affect host base operations. Maintains awareness of technological advances and oversees application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems. Through regular attendance at conferences, workshops, and symposia, along with frequent review of trade journals, periodicals, and newsletters, maintains a general working knowledge of changing technologies that directly impact the wing mission and base operating support activities required to accomplish the wing mission. Ensures Civil Engineering support is available for mission requirements and base needs. Coordinates base engineering requirements with wing/base staff pertaining to mission priorities and operability. Through the direction of the Base Civil Engineer, develops the Base Land Use and Facilities Master Plan. Where assigned, provides 24-hour, multi-shift fire/crash/rescue service in support of wing and/or civilian flying operations. Serves as the host mission support representative and key advisor on the Base Facilities Utilization Board. Oversees military construction programming (MCP), facilities operation and maintenance funding (FOMA), sustainment, restoration, and modernization (SRM), and manpower utilization programs to ensure facility board priorities are followed.

- Oversees the management and direction of the host Mission Support and Military Personnel Flights. Directs the development and implementation of local military personnel policies and procedures. Through supervision of the Director of Personnel, plans, organizes, directs and controls wing military personnel programs, to include initial accession, education, training, and assignment to appropriate military specialties. Coordinates full-time personnel policies and programs with the state Human Resources Office (HRO). Ensures equal employment opportunity and diversity program elements are established and implemented within the wing. Monitors base recruiting and retention programs to ensure effective work force objectives are met. Ensures the host Mission Support Flight is organized, trained and equipped for worldwide contingency deployment. Ensures 24-hour, multi-shift or on-call command, control, computer systems, and communications (C4), and information management support is provided to all base organizations and assigned geographically separate organizations. Directs host base-wide Computer Systems Security (COMPUSEC) and Security Awareness Training Evaluation (SATE) programs through the Communication Flight Commander. Renders management assistance in non-technical aspects of visual information programs, base data automation support and telecommunication operations and maintenance. Ensures base administrative services apply uniformity in procedures and provide adequate support to base functional areas. Ensures the Communications Flight is organized, trained and equipped for worldwide contingency deployment.

- Oversees base wide logistics readiness functions, to include supply, transportation/traffic management, vehicle operations and maintenance, fuels management, and logistics plans and programs, to ensure the primary peacetime and wartime flying mission of the wing/base is supported at all times. Ensures logistics resources are available to meet flying mission and base support requirements through active participation and involvement in budget planning and acquisition/maintenance of facilities, manpower, vehicles, fuels, technical data, munitions, tools, supplies, and related support equipment. In coordination with the Aircraft Maintenance Group Commander, sets policy, directs, and monitors base level support and related programs in compliance with Defense Management Review (DMR) 904 for supply and repair of aircraft parts and components. Supports audit programs within the Mission Support Group. Through the logistics plans and programs office, oversees wing deployment planning and execution to include plans, mobility bags, weapons, War Readiness Materials (WRM), ammunition, and personnel and cargo load planning and movement (via military and/or civilian transportation where required).

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