



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-022

OPEN DATE: 07 May 2026

EXPIRATION DATE: 21 May 2026

Open To: Members of the CTANG 103d Communication Squadron

Number of Positions: 1
Title: IT Specialist (PLCY/PLN) / 1111-939
Unit/Duty Location: 103d CSQ, East Granby, CT 06026
Min/Max Grade Authorized: E3/A1C through E7/MSgt
Duty AFSC: 1D771*
Security Clearance: SECRET*

**Required at time of application.*

**Applicant must be Current member of 103d Communication Squadron*

HRO Remote: 103fss.hro.remote@us.af.mil; 860-292-2573

Job Summary:

The purpose of this position is to serve as a technical advisor to local base information technology (IT) and communications users in the area of policy and plans as related to IT and communications systems. This involves planning, development, management, and enforcement of approved ANG and local information technology (IT) and communications architecture. Serves as the lead manager of IT and communications projects, acquisition and control of equipment and services at Flying Wing, tenants and geographically separated units if assigned. Sixty percent of the work performed involves Information Technology issues and systems with the remaining forty percent involving telecommunications specific issues and systems.

The Major Duties Include But Are Not Limited To:

- Analyzes requirements and establishes plans of action for improving IT applications. Analyzes existing and planned IT applications, both hardware and software, to determine current and future potential for enhancements. Based upon the organization's goals and objectives, an assessment of available resources, and extrapolation of cost benefit analysis data, recommends adjustments to IT priorities to meet changing business needs, program plans, goals and objectives. Develops project plans to meet those needs by identifying problem areas and considering a variety of possible solutions and alternatives. Analyzes existing systems to determine if enhancements are appropriate or if an entirely new system would be more cost effective. Analyzes plans and specifications, prepares justifications for new or enhanced information technology. Coordinates results of analysis with impacted organizations to ensure compatibility with existing architecture and recommends proposals to reduce conflicts. Develops milestones and performs as point of contact throughout the various phases of projects until successfully concluded.
- Performs as plans and policy advisor to functional users of information technology. Develops and interprets policy for administering IT systems. Assesses policy needs and reviews, revises, and develops policies to govern IT activities and presents recommendations to higher-level management. Where necessary, modifies established plans and policies in response to changes in legislation or other directives. Through feasibility studies, assesses impact of changes on current programs and recommends changes to existing plans to ensure compliance. This includes long range planning, and involves defining current and future business requirements. Analyzes IT system development as it relates to the organization and ensures policy and guidance are available for its use, that necessary controls are in place, and systems operate as intended and provide all necessary capabilities. Develops migration plans for implementation of new technology. Assesses and identifies training needs that address activities where gaps in competency exist in either current or new technology. Develops training programs, or locates and recommends sources of training that ensure users can apply the best techniques in using IT. Provides technical assistance to system users and contractors. This includes keeping abreast of the latest developments in technology and conducting feasibility studies to evaluate systems performance as it relates to the organization
- Plans and develops methods, procedures, policies, and techniques concerning telecommunication systems. Performs work involved in developing, refining, and complying with telecommunications systems planning and policy direction including short- and/or long-range planning. Develops planning documentation, reviews requests for communication services, prepares budgetary justifications, coordinates the allocation of resources, designs networks/systems, prepares/reviews equipment and facility specifications, monitors/resolves technical communications problems, and/or conducts operational acceptance tests. May serve in a liaison capacity between contractors and wing officials to resolve a wide variety of conventional problems involving high value telecommunication systems. Develops implementing instructions
- Implements IT and communications programs and special projects. Implements various IT and communications programs. Updates documentation and maintains listings of all authorized equipment for assigned programs. Performs annual inventories. Performs special staff and/or feasibility studies and economic analysis. May serve on committees or planning groups concerned with future systems, plans, and policy.
- Assists with contracting functions and budget preparation. Upon completion of feasibility studies and other projects designed to identify functional needs and changing business requirements for advancements in technology, prepares budgetary data for inclusion in financial plans in support of programs and projects. Based upon findings, recommends funding priority adjustments to meet new business needs. Conducts periodic analysis of projects and their funding for consistency with overall IT and communications architecture and infrastructure and how they contribute to meeting business requirements. Makes definitive budget recommendations to higher-level management to enable the organization to improve its IT and communications status. Assists management and senior specialists in developing statements of work (SOW)/performance work specifications (PWS) for contracts involving IT and communications systems or service. Reviews completed solicitation packages and serves as advisor to the Contracting Office on technical aspects of contracts.

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 Remote 860-292-2573; 103fss.hro.remote@us.af.mil

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