



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-033

OPEN DATE: 17 August 2026

EXPIRATION DATE: 31 August 2026

Open To: Open to On-board AGR Members assigned to the 103d CES

Number of Positions: 1
Title: Civil Engineer Manager / 845-241
Unit/Duty Location: 103d CES, East Granby, CT 06026
Min/Max Grade Authorized: SMSgt / E8 - CMSgt / E9 (Upon Control Grade Availability)
Duty AFSC: Any AFSC*
Security Clearance: SECRET*

*Required at time of application.

*Control Grade will move with the selected member

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

Job Summary:

The purpose is to serve as the architect/engineer responsible for design and construction programs under the base civil engineer. Directs subordinates engaged in technical and clerical work related to programming, design, construction management, and master planning.

The Major Duties Include But Are Not Limited To:

- The incumbent manages the base comprehensive planning process which involves, through coordination with base and tenant units, the identification and development of short and long-range programs for maintenance, repair and construction of facilities, and systems for base military organizations which includes administrative and special purpose buildings, utility systems, and airfield facilities/systems.
- Maintains, updates and submits base master plan on functional and architectural compatibility of proposed changes within the parameters identified by the base comprehensive (master) plan.
- Meets with base organizations to identify priorities from their proposed projects. Establishes overall base project priority listing and presents for approval at facility board meetings.
- Develops budgets, project books, project forms, and other programming documents for base operations, maintenance, repair, and construction programs.
- Performs or oversees the performance of site surveys and investigations to determine feasibility of proposed projects, topography, and essential site configurations; or (for additions and renovations) conditions of structure and essential data prior to initiating designs. Evaluates data obtained, incorporating relevant features into design consideration and solutions. Meets or contacts local utility companies to assure design considerations include proper utility hookups for new construction and renovations.
- Identifies most economical and efficient procedures for design of base construction projects. Prepares and oversees the preparation of architectural/engineering drawings, specifications, and comprehensive cost estimates covering a broad range of complex facilities and utility systems for all areas of support of the ANG base, which includes airfield pavement, fire detection and suppression systems, intrusion detection systems, lighting systems, roads and parking areas, utilities (electrical and mechanical), fuel storage and delivery systems, and various types of buildings such as shops, aircraft hangers, offices, warehouses, storage, and operations.
- Prepares documents and establishes schedules for advertising construction contracts. Submits documents to contracting officer. Monitors construction of local, RPM, and MCP construction projects and assures that the inspector accomplishes required tasks to ensure work meets contract requirements. Reviews, evaluates, and determines adequacy of shop drawings, samples, certificates of compliance, laboratory analysis, paint certifications and other submittals and data from contractors. Determines compliance or noncompliance for such submittals. Prepares and submits RPM and MCP monthly status reports to National Guard Bureau (NGB).
- Prepares detailed fee estimates on architect/engineer contracts for design services and all pertinent correspondence, plans, reports, and contract criteria necessary for contract submission. Determines professional capabilities of architectural and engineering firms as a participant in the selection process. Performs technical review of design submittals and prepares review comments for submittal to NGB.
- Provides technical engineering advice to the operations section of civil engineering and other base functions responsible for resource protection, occupational health, communications, ground safety, and disaster preparedness.
- Maintains complete records of design and construction project status on data processing (PC) equipment.
- Monitors the accomplishment of the yearly Prime BEEF training plan, and with the readiness manager, develops a cohesive program to accomplish training with maximum participation.

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