



**CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE**

375 Smith Street
Middletown, CT 06457



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25-058

OPEN DATE: 09 December 2025

EXPIRATION DATE: 23 December 2025

Open To: On-board AGR Members Assigned to the 103d MXG

Number of Positions:	1
Title:	Aircraft Maintenance Coordinator / 1054-989
Unit/Duty Location:	103d AMXS, East Granby, CT 06026
Min/Max Grade Authorized:	MSgt / E7 Through SMSgt / E8 (Upon Control Grade Availability)
Duty AFSC:	2AXXX*
Security Clearance:	SECRET*

***Required at time of application.**

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

Job Summary:

The primary purpose of this position is to serve as the Aircraft Maintenance Coordinator, with responsibility for the overall maintenance effort on the flight line to include work operations performed by two or more distinct organizational units and controlled by a number of separate supervisors. The position does not have supervisory duties or responsibilities.

The Major Duties Include But Are Not Limited To:

- Responsible for the total squadron maintenance program, manages the overall direction of the maintenance effort, and enforces safe maintenance practices. In addition, responsible for identifying, assembling, and managing critical equipment items. Priority is placed on aircraft supporting operational requirements, scheduled and unscheduled aircraft maintenance, and aircraft used for maintenance and/or operations training. The focus is on aircraft generation in order to meet mission requirements. Incumbent has maintenance authority on airworthiness of aircraft based on knowledge of aircraft systems and safety of flight concerns. Ensures that a pilot pickup is accomplished for critical parts in order to expedite repairs of Not-Mission-Capable aircraft that receive the highest priority and depends on the critical need for the aircraft and its return to service. May verify Mission Capable (MICAP) requisitions.
- Participates in establishing the monthly and weekly maintenance plans. Attends the daily maintenance planning meetings for the purpose of incorporating unscheduled maintenance into the weekly and daily maintenance plans. Evaluates workload requirements and makes changes to aircraft utilization schedules as required. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements.
- Controls and coordinates maintenance activity on the flightline. Monitors aircraft maintenance in progress and evaluates estimated completion time against scheduling and planning requirements. Anticipates problems and directs changes of flightline activities in order to meet mission schedules.
- May be required to coordinate with supervisors to select workers and assign tasks to be performed. When necessary, initiates action to resolve personnel shortages and coordinates requirements with the Maintenance Operations Center (MOC). Reviews work in progress or upon completion for compliance with policies and procedures. Ensures utilization of proper tools and equipment and adherence to technical data in performance of maintenance. Determines methods necessary to meet mission requirements including authorizing and directing cannibalization on assigned aircraft. Cannibalization actions will be coordinated with the MOC and Supply. Ensures aircraft status is accurately reported in accordance with Air Force instructions, reports, and applicable supplements. Works closely with the expeditor and MOC to ensure that actual aircraft status matches the aircraft status reported in the automated reporting system.
- Understands, executes, and coordinates specific disaster control duties including the provisions contained Air Force instructions, with regard to movement of aircraft, support equipment, and evacuation of flightline personnel. Decisions will be made based on safeguarding personnel first, followed by protecting aircraft, equipment, and other resources. Maintains a current on-base disaster map with cordon overlay and appropriate checklists for use during disasters or exercises.

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.

Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil
HRO: 860-613-7618; ng.ct.ctang.mbx.agr-tour-branch@army.mil