



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

Announcement Number: 24-016

POSITION TITLE: Ground Transportation	AFSC 2T171	OPEN DATE: 18 April 2024	CLOSE DATE: 9 May 2024
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UNIT OF ACTIVITY/DUTY LOCATION: 159 th Logistics Readiness Squadron, New Orleans, Louisiana	GRADE REQUIREMENT: Min: E-5 Max: E-7
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SELECTING SUPERVISOR: 1Lt Clint Schibner	Position Number 1133309
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AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must Hold 2T1XX or *able to retrain**)
Louisiana Air National Guard members (**Must Hold 2T1XX or *able to retrain**)
Retraining into the 2T1XX career field within the Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service. An ETP waiver is required for grades of E-7 and below with less than 10 years of Total Active Federal Military Service.

*Non-AFSC applicants must meet all requirements to retrain in AFSC.

*Retraining applicants must sign an agreement to retrain within one year of hire. Failure to do so will result in the termination of AGR tour.

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must attain and maintain: Secret
- Retraining into the 2T1XX career field within the Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.
- An approved waiver is required for grades of E-7 and below with less than 10 years of Total Active Federal Military Service.
- Retraining applicant must sign an agreement to retrain within one year of hire. Failure to do so will result in the termination of AGR tour.

PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours for the LA ANG may not exceed 5 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in ANGI 36-101.

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Selection is not a promise of promotion

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** (*announcement number and position title must be annotated on the form*)
2. **CURRENT full Records Review RIP** from Virtual MPF <https://vmpf.us.af.mil/VMPF/Hub/Pages/Hub.asp>
3. **CURRENT PASSING Report of Individual Fitness** from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS" section above.**

Application Documents Order:

- 1. (Mandatory) NGB Form 34-1
- 2. (Mandatory) Records Review RIP
- 3. (Mandatory) **Passing** Report of Individual Fitness
- 4. (Optional) Cover Letter
- 5. (Optional) Resume
- 6. (Optional) Last three (3) EPRs / OPRs
- 7. (Optional) Letter(s) of Recommendation

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE single PDF** (adobe portfolio is not accepted) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Last Name, Announcement Number

Example: Doe, 24-XXX

Email Subject should be: Last Name, Announcement Number, Position Title

Example: Doe, 24-XXX, Ground Transportation

Email Application Package to: nq.la.laarnng.mbx.agr-branch-air@army.mil

*** There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. ***

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753/8754 or Commercial 504-278-8753/8754 cassie.l.ellis.mil@army.mil / khisha.m.donald.civ@army.mil. Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer HRO approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by ANG AGR Manager.

THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC MOS some positions may have gender restrictions.

CEM Code 2T100
AFSC 2T191, Superintendent
AFSC 2T171, Craftsman
AFSC 2T151, Journeyman
AFSC 2T131, Apprentice
AFSC 2T111, Helper

GROUND TRANSPORTATION
(Changed 30 Apr 20)

1. Specialty Summary. Advances the Air Force mission by providing centralized, efficient, and economical organic ground transportation capabilities for movement of personnel and cargo. Plans, organizes, and directs ground transportation support to operational missions. Operates and manages light and heavy-duty vehicles such as buses, truck and semi-trailer combinations, forklifts, and wrecker/recovery vehicles. Administers the Department of Defense Official Use program, provides examination and licensing of installation motor vehicle operators, manages the installation's pooled vehicle fleet, provides the efficient planning and use of equipment and resources, and performs preventative maintenance of the pooled vehicle fleet. Related DoD Occupational Subgroup: 181100.

2. Duties and Responsibilities:

- 2.1. Operates, services, and performs preventative maintenance on government motor vehicles. Prepares, reviews, and maintains vehicle operator forms, records, and reports. Conducts pre-, during and post-operation vehicle inspections and documents results.
- 2.2. Conducts control center operations through planning and scheduling of resources to meet transportation support requirements. Designates and coordinates taxi, shuttle bus and mass transportation requirements. Manages school bus transportation. Maintains records and logs. Controls and safeguards trip kit and packet supplies and equipment such as credit cards, toll tickets, and passes. Serves as unit control center and initiates quick reaction checklists, operation plans, and personnel recalls.
- 2.3. Coordinates and schedules documented cargo movement. Uses automated and non-automated tracking processes for cargo accountability and maintains applicable forms. Reviews records and logs to ensure proper turn in of accountable documents.
- 2.4. Provides transportation services for distinguished visitors and special events. Plans and coordinates special arrangements with protocol, security agencies and other functions. Displays appropriate customs and courtesies. Supports personal security details.
- 2.5. Administers installation motor vehicle operator qualification, examination, and licensing program. Serves as liaison with federal, state, local, host nation and multi-national authorities on licensing matters; ensures compliance by base agencies. Initiates vehicle trainer background checks. Coordinates and maintains vehicle plans of instruction.
- 2.6. Makes official use of government motor vehicle determinations. Documents and tracks reported cases of vehicle misuse.
- 2.7. Develops and implements tactics, techniques, and procedures commensurate with expeditionary operational requirements in support of the USAF Agile Combat Support CONOPS. Reviews contingency, mobility, and natural disaster plans to determine ground transportation requirements. Identifies and establishes required bare-base ground transportation activities. Establishes sub motor pool procedures and implements deployment and redeployment actions. Prepares and conducts convoy operations. Operates vehicles while in mission oriented protective postures.
- 2.8. Partners and combines skill sets with other functional communities, and entities in providing a full range of ground support capabilities in meeting the commander's intent.
- 2.9. Uses mobile communication and navigation systems. Determines and implements personal and collective security measures for expeditionary and in- garrison operations.
- 2.10. Manages work centers. Establishes work methods and performance standards. Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Develops operating and administrative procedures. Develops cost center resource requirement estimates. Compiles operating costs and maintains expense records. Prepares and defends budget. Allocates and inspects facilities and equipment. Conducts self-inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower agencies. Evaluates ground transportation services. Reviews and validates support agreements. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Performs as quality assurance evaluator and functional area chief. Partners with base contracting in developing and monitoring contract transportation services.

3. Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: safe operation of Air Force government motor vehicles, official use of government motor vehicles and equipment; control center operations, operator qualification and licensing functions; evaluating, staffing, and validating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; resource management; custodial responsibilities; budget preparation; and developing and

monitoring contracted services.

3.2. Education. For entry into this specialty, completion of high school is desirable.

3.3. Training. For award of AFSC 2T131, completion of the Ground Transportation Apprentice course is mandatory.

3.3.1. Experience. The following experience is mandatory for award of the AFSC indicated:

3.3.2. 2T151. Qualification in and possession of AFSC 2T131. Also, experience performing vehicle operations functions such as inspecting, servicing, operating, scheduling, and dispatching vehicles; controlling equipment and performing custodial duties; or preparing, reviewing, and maintaining vehicle forms and records.

3.3.3. 2T171. Qualification in and possession of AFSC 2T151. Also, experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, administering operator qualification and licensing program, developing cost center resource estimates, or investigating accidents or incidents.

3.3.4. 2T191. Qualification in and possession of AFSC 2T171. Also, experience managing vehicle operations functions such as vehicle dispatch, operator records, and licensing.

3.4. Other. The following are mandatory as indicated:

3.4.1. See attachment 4 for entry requirements.

3.4.1.3. Must possess a valid state driver's license to operate a government motor vehicle (GMV) in accordance with AFI 24-301, *Ground Transportation*, prior to entry into the Career Field.

3.4.2. For entry, award, and retention of these AFSCs:

3.4.2.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.

3.4.2.2. Must maintain eligibility to deploy and mobilize worldwide. Of the three assignment limitation codes, C-1, C-2, and C-3, those coded C-1 or C-2 with approved waivers for PCS/Deployment are acceptable provided they are capable of performing the core tasks of AFSC 2T1XX.

3.4.3. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

3.4.4. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.4.5. Retraining into the 2T1XX career field within the Air Force Reserve or Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.