



# DEPARTMENTS OF THE ARMY AND AIR FORCE

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

**Announcement Number: 26-003**

<b>POSITION TITLE:</b> MSSN Generation Vehicular Equip Maint	<b>AFSC</b> 2T371	<b>OPEN DATE:</b> 17 December 2025	<b>CLOSE DATE:</b> 16 January 2026
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 214 <sup>th</sup> Engineering Installation Squadron, New Orleans, Louisiana			<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-5 <b>Max:</b> E-6
<b>SELECTING SUPERVISOR:</b> Col Philip Trupiano	<b>Position Number</b> 0703601		

## AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold \*2T3X1**) and  
Louisiana Air National Guard members (**Must hold \*2T3X1**)

## 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

## PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the Selection Official has requested the following documents. While applications that do not include these documents will not be disqualified by HRO, their omission may negatively impact the selection process.

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

## ACTIVE GUARD AND RESERVE REQUIREMENTS

### AGR Program Entry and Tour Guidelines – LA ANG

- **Initial AGR Tours:** Initial tours with the Louisiana Air National Guard (LA ANG) may not exceed five (5) years. AGR tours cannot extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).
- **Fitness Requirements:** Applicants must meet the minimum requirements in each fitness component and achieve a composite score of 75 or higher to qualify for entry into the AGR program. Members with a documented Duty Limitation Code (DLC) that prevents completion of one or more components of the Fitness Assessment must have an overall rating of "Pass."
- **Medical and Readiness Requirements:**
  - Selected individuals must meet medical qualifications outlined in AFI 48-123, Medical Examination and Standards.
  - Members must be current in all Individual Medical Readiness (IMR) requirements, including immunizations.
  - RCPHA/PHA and dental exams must have been completed within 12 months prior to AGR tour start.
  - An HIV test must be completed within six (6) months of the tour start date.
- **Overgrade Assignments:** Enlisted Airmen voluntarily accepting a position that results in an overgrade must submit a written voluntary demotion letter with their application, in accordance with ANGI 36-2503, Administrative Demotion of Airmen. The application package will not be processed without this documentation.
- **AFSC Qualification:** If the selected applicant does not currently possess the required AFSC, they must complete all required training and meet assignment criteria within 12 months of assignment. Failure to do so may result in termination of the AGR tour. Extensions beyond the 12-month period will be considered only if delays are beyond the applicant's control.
- **For additional details, please refer to ANGI 36-101, Active Guard Reserve Program.**

### 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 ORDER" section above.**

### **Application Documents Order:**

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

### **EMAILING REQUIREMENTS:**

Consolidate all required documents into **ONE single PDF** (*adobe portfolio is not accepted*). To preserve signatures, consider printing signed documents to PDF before combining files. **Name the PDF file as follows: Last Name, Announcement Number, Position Title.**

Example: Doe, 26-XXX

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

Example: Doe, 26-XXX, MSSN Generation Vehicular Equip Maint

Email Application Package to: [ng.la.laarng.mbx.agr-branch-air@army.mil](mailto:ng.la.laarng.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 are encouraged to contact HRO for an initial review of their application and to confirm receipt prior to the closeout date. When submitting applications via email, please ensure to request a delivery receipt. DSN 278-8753/8754 or Commercial 504-278-8753/8754 [cassie.l.ellis.mil@army.mil](mailto:cassie.l.ellis.mil@army.mil) / [khisha.m.donald.mil@army.mil](mailto:khisha.m.donald.mil@army.mil). Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** The selecting supervisor is responsible for contacting qualified applicants to schedule interviews. Once the Human Resources Officer (HRO) approves the selection package, the HRO will issue a notification letter to the Hiring Official. The Hiring Official is then responsible for notifying all applicants of their selection or non-selection. Please note: The selection is not considered final until the ANG AGR Manager has provided formal approval to the Hiring Official.

### **THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants are protected under Title VI of the Civil Rights Act of 1964. Eligible candidates will be considered without regard to race, color, religion, gender, national origin, or any other non-merit-based factor.

Note: Due to assignment restrictions in certain units and specific AFSCs/MOSs, some positions may have gender-specific requirements.

AFSC 2T371, Craftsman  
AFSC 2T351\*, Journeyman  
AFSC 2T331\*, Apprentice  
AFSC 2T311\*, Helper

## MISSION GENERATION VEHICULAR EQUIPMENT MAINTENANCE

(Changed 31 Oct 16, Effective 4 Jan 16)

1. **Specialty Summary.** Supervises and performs vehicle maintenance activities on military and commercial design general and special purpose, base maintenance, aircraft, and equipment towing vehicles, fire fighting vehicles or Material Handling Equipment (MHE) and vehicular equipment. Activities include inspection, diagnostics, repair, rebuild of components and assemblies, fabrication of parts, weld metals and repair vehicle glass. Ensures compliance with vehicle maintenance policies, directives, and procedures. Related DoD Occupational Subgroup: 161000 & 195000.

### 2. Duties and Responsibilities:

2.1. Plans and schedules vehicle and equipment maintenance activities. Plans and controls work methods, production schedules, operating procedures, and performance standards. Monitors established maintenance priorities, tire, and battery shop operations, and determines mission requirements. Ensures vehicles, equipment, tools, parts, and manpower are available to support mission requirements. Ensures maintenance and supply documentation is complete and accurate. Provides input to and reviews the Aerospace Expeditionary Force (AEF) Reporting Tool. Determines the overall mechanical condition of vehicles and equipment, diagnoses component malfunction and initiates repair actions. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Troubleshoot, repairs, adjusts, overhauls, or replaces major assemblies or sub-assemblies such as power and drive trains, electrical, air conditioning, active and passive restraint systems, fuel, emission, steering assemblies, tracks, brake, hydraulic system components and vehicular equipment attachments. Removes, disassembles, and repairs gasoline or diesel engines and components. Diagnoses, isolates malfunctions, and repairs vehicle electrical, emissions, gasoline, diesel, and alternative fuel systems. Removes and installs electrical components to facilitate repairs. Repairs components by replacing worn or damaged parts with new or reconditioned parts, grinding, fitting, balancing, or arranging for welding or machining. Reassembles, adjusts and tests repaired units for proper operation. Repairs, adjusts, and replaces locks, latches, remote controls, window regulators and other associated body components. Designs and manufactures mounted equipment such as seats, pintle hook mounts and towing connections. Cuts, grinds, bevels and smooths the edges of laminated automotive glass/195Plexiglas and installs. Replaces curved glass with factory replacements. Cleans, tests, and repairs vehicle radiators and associated parts. Tests for leaks and blockage using tanks and flow testers. Selects the proper equipment for set up and prepares metal for welding. Welds, cuts, and repairs vehicle parts and accessories using oxyacetylene, gas-shielded and arc welding.

2.2. Inspects and evaluates vehicles, equipment, and body maintenance functions. Diagnoses malfunctions of major assemblies and subassemblies to determine the extent of repair or replacement or recommend disposition of vehicles and equipment. Diagnoses, isolates malfunctions, and repairs vehicle electrical, emissions, gasoline, diesel, and alternative fuel systems. Inspects repaired or rebuilt parts and equipment to ensure work conforms to standards. Inspects equipment for required modification and installation of safety devices. Ensures shop equipment is inspected and serviced at required intervals and that unserviceable tools and equipment are removed from service and their condition tagged. Identifies and initiates materiel deficiency reports at work center level. Calibrates and adjusts pumps, meters, safety unit proportioning devices, and limiting devices to ensure proper operation. Synchronizes remote or manual electrical and hydraulic controls. Adjusts power boosters, clutches, drive chains, and tension devices. Aligns bearing loads, gear tooth contact, and backlash to manufacturer specifications. Adjusts valve mechanisms, governors, oil systems, control linkages, clutches, traction units and other systems unique to this type of equipment. Times injection pumps and accessory shaft gear trains. Accomplishes tire and battery shop operations in a safe and efficient manner.

2.3. Performs vehicle, equipment, and vehicle body maintenance functions. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of vehicles and components. Uses technical orders, commercial manuals, or automated systems to determine maintenance procedures and research parts. Troubleshoots, adjusts, repairs, and tests vehicles: alternate fuel, diesel, and gasoline engines; fuel, exhaust, and electrical systems; clutches; torque converters; transmissions; transfer cases; power takeoffs; drive lines; axles; frames; steering, suspension, dispensing, brake, air, and hydraulic systems; tracks; winches; emission control, heating and air-conditioning systems, active/passive restraint systems and other mounted or special equipment. Performs preventive maintenance and special inspections. Uses technical publications or automated systems in maintaining vehicles to prescribed manufacturers' maintenance schedules and for researching parts. Ensures special inspections and maintenance on vehicles are performed correctly such as: corrosion control, winterization, storage, and shipment. Properly annotates all maintenance performed on prescribed forms for data collection purposes.

2.4. Practices and ensures compliance with all established safety policies and standards. Implements hazardous waste management policies and procedures ensuring collection, control, disposition, and proper procedures for handling of hazardous and toxic waste material accumulations.

### 3. Specialty Qualifications:

3.1. **Knowledge.** Knowledge is mandatory of: heavy equipment vehicle theory, vehicle and equipment theory, principles and repair relating to internal combustion engines, electrical, mechanical, and hydraulic systems applying to the repair of vehicles and vehicular

- equipment; methods of hoisting and handling heavy mechanisms; using lubricants, tools, and publications; supply procedures and computers; metal composition and metal working methods; using oxyacetylene, gas shielded, and electric welding equipment.
- 3.2. Education. For entry into this specialty, completion of high school or general education development equivalency is mandatory.
- 3.3. Training. Completion of the following training is mandatory for the award of the AFSC indicated:
- 3.3.1. 2T371, Completion of Vehicle Management 7-level web-based training is mandatory.
- 3.3.2. 2T331, 2T331A & 2T331C Completion of the Interservice Training Review Organization apprentice course.
- 3.3.3. 2T331, 2T331A & 2T331C. Mission Generation Vehicular Equipment Maintenance apprentice course.
- 3.3.4. 2T331A. Firefighting and Refueling Vehicle & Equipment Maintenance apprentice course.
- 3.3.5. 2T331C. Material Handling Equipment (MHE)/463L Maintenance apprentice course.
- 3.4. Experience.
- 3.4.1. For award of AFSC 2T371, qualification in and possession of AFSC 2T351, 2T351A or 2T351C and applicable core tasks is mandatory. Also, supervisory experience in functions such as inspecting, repairing, modifying, or troubleshooting vehicular and equipment systems, automotive body repair and surface refinishing, welding operations and glass work.
- 3.4.2. For award of AFSC 2T351, qualification in and possession of AFSC 2T331 and applicable core tasks is mandatory. Also, experience is mandatory in functions such as inspecting, repairing, or maintaining vehicles and vehicular equipment.
- 3.4.3. For award of AFSC 2T351A/C, qualification in and possession of AFSC 2T331A/C and applicable core tasks is mandatory. Also, experience is mandatory in the functions of inspecting, maintaining, or repairing specialized vehicles and equipment.
- 3.5. Other. The following is mandatory for entry into this specialty:
- 3.5.1. Normal color vision according to AFI 48-123, *Medical Examinations and Standards*.
- 3.5.2. See attachment 4 for additional entry requirements.
- 3.5.3. The following are mandatory for award and retention in this specialty:
- 3.5.3.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground transportation*.
- 3.5.3.2. Must possess a valid state driver's license to operate GMVs for "Maintenance Purposes Only" in accordance with AFI 24-301.
- 3.5.3.3. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
- 3.5.3.4. Retraining into the 2T3XX career field within the Air Force Reserves and Air Nation Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

#### 4. \*Specialty Shredouts

<i>Suffix</i>	<i>Portion of AFS to Which Related</i>
<b>A</b>	Firefighting and Refueling Vehicle & Equipment Maintenance
<b>C</b>	Material Handling Equipment (MHE)/463L Maintenance