

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175/6110

POSITION VACANCY ANNOUNCEMENT 24-083a

Open Date: 23 July 2024

Close Date: 07 August 2024

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: GROUND TRANSPORTATION

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: TSgt/E6

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: TSgt/E6

ORGANIZATION/LOCATION: 175th Logistics Readiness Squadron, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2899

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

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. 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. 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. 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. 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. Makes official use of government motor vehicle determinations. Documents and tracks reported cases of vehicle misuse. 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. 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. Uses mobile communication and navigation systems. Determines and implements personal and collective security measures for expeditionary and in-garrison operations. 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.

AFSC

AFSC: 2T151 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. **Education.** For entry into this specialty, completion of high school is desirable. **Training.** For award of AFSC 2T131, completion of the Ground Transportation Apprentice course is mandatory. **Experience.** The following experience is mandatory for award of the AFSC indicated: 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.

AFSC: 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. 2T191. Qualification in and possession of AFSC 2T171. Also, experience managing vehicle operations functions such as vehicle dispatch, operator records, and licensing.. Other. The following are mandatory as indicated: See attachment 4 for entry requirements. 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. For entry, award, and retention of these AFSCs. 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 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. Normal color vision as defined in AFI 48-123, Medical Examinations and Standards. 3.5.4. 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. 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.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain SECRET clearance.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form 34-1 *Application for Active Guard Reserve (AGR) Position*, **DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- All DD214s or NGB 22
- Completed Questionnaire (**below**)

For Positions Advertised to "Current On-Board AGR Applicants Only":

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y/N

- Are you currently a Maryland Air National Guard Member? _____
- Are you currently AGR? If so, what State? _____
- Are you currently a Technician? If so, what State? _____
- Are you currently deployed? If so, what location? _____
- Are you currently on ADOS? If so, with who? & what is the ending date? _____
- Are you currently in a "fenced" position? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____, _____

**FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 24-083a (LAST NAME) – GROUND TRANSPORTATION**

**ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY! NO EXCEPTIONS.
Applications must be received in the HRO office, by 1700 on the closing date. Applications received after
the closing date WILL NOT BE CONSIDERED.**

**Human Resources Office
ATTN: NGMD-HRO-AGR-AIR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION**