

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 24-208A

OPENING DATE: 13 Nov 2024

CLOSING DATE: 27 Nov 2024

POSITION TITLE: Ground Transportation Journeyman

MILITARY GRADE REQUIREMENTS: Enlisted, SSgt/E-5 not to exceed TSgt/E-6

LOCATION: 189th Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard

NOMINATING OFFICIAL: MSgt Braylon Watson

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All members of the Arkansas Air National Guard or those eligible for membership, and eligible for entry into the Air Force Specialty Code (AFSC), in Accordance with (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 2T1X1 (requires a minimum aptitude score of M-40 and PULHES – 333123) as outlined in the DAFECD. Applicant must meet Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 36-2905. Selectee must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. Must possess or be able to obtain a Secret security clearance.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Regularly Scheduled Drills (RSDs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189 AW, and assigned to a compatible military position in AFSC 2T1X1. If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.

SUMMARY OF DUTIES: 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.

HOW TO APPLY:

DOCUMENTS MUST BE IN ONE PDF IN THE ORDER LISTED BELOW:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure employment announcement number (EOA) and position title are filled in appropriately as defined on this announcement. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
- 2. Current AF Form 422** – Must be signed and approved final copy. Form date must be within 5 years. If the AF Form 422 is older than 12 months from the announcement close date, MDG must sign/date and stamp “validated as current”.
- 3. Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is required. Official copy must have applicant's system generated name/date and reflect a PHA within 12 months of announcement close date. It is required to submit your IMR in the following manner: log into your IMR, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout. Screen prints will not be accepted.
- 4. Current Fitness Tracker Report with history** Must be the Fitness Tracker Report generated by myFITNESS, no other report will be accepted. Log into myFSS/ myFITNESS and select the Fitness Tracker Report and then the Printable View option. The report run date must be no more than 30 days old from announcement closeout. The report run date is in the top right-hand corner of the fitness tracker. Official PDF copy from myFitness database must have applicant's system generated name/date on it. Must reflect current passing fitness results. Any exemptions on the last fitness test must include the applicable AF Form 469 in the package. Screen prints will not be accepted.
- 5. vMPF RIP** – Submit all pages. Log into vMPF, under Personal Data click Record Review/Update, click View/Print All Pages, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout.
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable to applicant.

Print and scan packets or after digitally signing the 34-1, print to PDF and then merge all documents. Once all documents are combined into one PDF, complete a cursory review of the ENTIRE application. Note: A common error that results in most disqualifications is the NGB 34-1 signature is stripped when the PDFs are combined or is stripped in the email system if not saved per the statement above. Failure to do so will result in disqualification.

Limit file size to 3 MB, failure to do so may result in the attachment being stripped from the email or rejected. Downsize instructions – Open PDF, click file, save as other, reduced size PDF, click OK, click save, click yes

FAILURE TO FOLLOW AND PROVIDE THE DOCUMENTS, IN THE REQUIRED MANNER, WILL RESULT IN A DISQUALIFICATION.

E-mail application to both addresses:

ng.ar.ararng.mbx.hro-agr-applications@army.mil

AND

justin.tierney.3@us.af.mil

***** Be advised, applications are not reviewed until after the announcement closes. *****

Email subject line AND your application must be named: Rank Last name, First name and Announcement Number - Current Status. Failure to do so may result in your application not being received.

**Example: TSgt Doe, John 55-555A – Active Duty, or AGR, or Technician, or DSG

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.