Position Announcement #

**AKANG 19-179**

[https://dmva.alaska.gov/employment/](https://dmva.alaska.gov/employment/)

**POSITION TITLE:** Ground Transportation Craftsman

**AFSC or MOS:** 2T171

**OPEN DATE:** 12 Jul 2019

**CLOSE DATE:** 11 Aug 2019

**UNIT OF ACTIVITY/DUTY LOCATION:** 176th Logistics Readiness Squadron, Joint Base Elmendorf-Richardson, Alaska

**GRADE REQUIREMENT:**

Min: E-7  
Max: E-7

**SELECTING SUPERVISOR:** Mr. Gary Sunderland

**Position Number:** 271848

**PHYSICAL PROFILE:** PULHES – 333123

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### AREAS OF CONSIDERATION

- On-board AK ANG AGR  (Must hold advertised AFSC)
- Alaska Air National Guard members (Must hold advertised AFSC)
- Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

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### MAJOR DUTIES MAY INCLUDE

AIR GUARD: 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](https://www.my.af.mil) to review the AFECID

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### INITIAL ELIGIBILITY CRITERIA

*In addition to criteria listed on attached pages*

- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: Mechanical (40)
- Strength requirement: Demonstrate the ability to lift 50lbs
- On Call- Must be able to respond within 45 minutes

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### PREFERRED QUALIFICATIONS

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- Resume
- Cover Letter
- Last 3 Enlisted/Officer Performance Evaluations
- Letters of Recommendation will be accepted
APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (http://dmva.alaska.gov/employment.htm) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (http://www.afpc.randolph.af.mil/vs) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the “PREFERED QUALIFICATIONS” section above.
   - Resume
   - Cover Letter
   - Last 3 EPR's/OPR's (or equivalent)
   - Letter of Recommendation

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 18-XX Doe, Jane E1
Email Subject should be: Announcement Number
Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)
Email Application Package to ng.ak.aka.gr.mbx.hro-agr@mail.mil

**Applications will be accepted through AMRDEC if standard email procedures do not work**
- AMRDEC SAFE Web Application: https://safe.amrdec.army.mil/safe/ to above email
- All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)
- Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:
Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. 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 all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the “routing” of the selection package begins and ends with HRO.

THE ALASKA 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, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.
1. **Specialty Summary.** Advances the Air Force mission by providing centralized, efficient, and economical organic ground transportation capabilities for movement of personnel and cargo. Performs as quality assurance evaluator and functional area chief. 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. **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, operations 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.


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 Vehicle Operators Apprentice course is mandatory.

   3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
3.4.1. 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.

3.4.2. 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.

3.4.3. 2T191. Qualification in and possession of AFSC 2T171. Also, experience managing vehicle operations functions such as vehicle dispatch, operator records, and licensing.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

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

3.5.2.1. Must possess a valid state driver’s license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

3.5.2.2. 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.

3.5.3. 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.

3.5.5. 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.