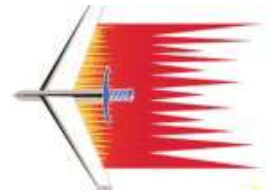




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2025-07**

Open: 06-Nov-24 Closes: 05-Dec-24

| POSITION TITLE                   | AFSC/MOS | GRADE   | POSITION NUMBER |
|----------------------------------|----------|---------|-----------------|
| GROUND TRANSPORTATION JOURNEYMAN | 2T151    | SSGT/E5 | 0110159334      |

**ADVERTISE:** NCANG Members Only      **SECURITY CLEARANCE:** Secret

**UNIT/DUTY LOCATION:** 145th Logistics Readiness Squadron      4930 Minuteman Way, Charlotte NC 28208

| SUPERVISOR/POC | EMAIL                   | COMMERCIAL NUMBER | DSN NUMBER |
|----------------|-------------------------|-------------------|------------|
| CMSgt Ed Bott  | edward.bott.1@us.af.mil | 704-398-4818      | 238-4818   |

**DUTIES AND RESPONSIBILITIES**

**1. POSITION DUTIES:**

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 blue/UDI vehicle fleet, provides the efficient planning and use of equipment and resources, and performs preventative maintenance of blue/UDI vehicle fleet.

**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. 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.
  - 2.11. Performs other duties as assigned.

### **SPECIALTY QUALIFICATIONS**

MIN/MAX RANK: A1C/E3 - SSGT/E5

### **3. SPECIALTY QUALIFICATIONS**

- 3.1. Must have six months of motor vehicle operations experience.
- 3.2. Knowledge and Experience in OLVIMS.
- 3.3. Knowledge of AFI 24-301, AFMAN 24-306, and DODM 4500.36.
- 3.4. Experience in managing and training the Vehicle Control Program.
- 3.5. Knowledge and experience of the Training, Validation and Operations Program.
- 3.6. Knowledge of official government vehicle use policies and implementation.
- 3.7. Licensed and trained to utilize 29 and 44 passenger bus, tractor trailer operations, forklift operations and 15+ vans and wrecker license preferred.

### **SPECIAL CONSIDERATIONS**

## QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. 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.
5. 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.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade 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.
8. 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 selectee.
9. Must have adjudicated Security Clearance before starting tour.

## 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, letter of recommendations, resume 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. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [myFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory
7. For Commissioning opportunities, include your AFOQT scores

### EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

\*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to [145FSS.HRO.Actions@us.af.mil](mailto:145FSS.HRO.Actions@us.af.mil).

### THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

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.