



Washington Air National Guard

Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-069-ANG

POSITION INFORMATION

Position:	Ground Transportation Craftsman	Grade:	E-7/MSgt
Location:	141 Logistics Readiness Squadron Fairchild AFB, WA	AFSC:	2T171
Opening Date:	18 June 2025	Closing Date:	17 July 2025

WHO CAN APPLY

All current members of the Washington Air National Guard and those eligible to join.

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Applicant must possess, at minimum, 2T151 AFSC.
- Applicants must be in the grade of E-5/SSgt through E-7/MSgt.
- Applicant must meet ANG fitness standards IAW DAFMAN 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*).
- Applicant must or be able to obtain a **SECRET** security clearance.

SUMMARY OF DUTIES

Operates, cleans, services and performs preventative maintenance on government motor vehicles. Prepares, reviews, and maintains vehicle operator forms, records, and reports. Conducts pre- and post-operation vehicle inspections and documents results. Conducts dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements. Designates and coordinates shuttle bus and mass transportation requirements. Manages school bus transportation. Develops taxi zones or stands. Maintains records and logs. Controls and safeguards trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons. Serves as unit control center and initiates quick reaction checklists, operations 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 functions. Displays appropriate customs and courtesies. Administers installation driver qualification and licensing program. Serves as liaison with state, local and host nation authority on licensing matters; ensures compliance by base agencies. Initiates vehicle trainer background checks. Coordinates and maintains vehicle plans and instruction. Documents and tracks reported cases of vehicle misuse. Reviews contingency, mobility, and natural disaster plans to

determine support requirements. Establishes sub motor pool procedures and implements deployment and redeployment actions. Prepares and conducts convoy operations. Operates vehicles while in mission oriented protective postures. Reviews mission capability statement to determine training and equipment requirements for deployments. Conducts night operations to include operating vehicles in blackout conditions with night vision goggles and global positioning systems. Determines and implements personal and collective security measures for convoy and in-garrison operations. Develops and implements tactics, techniques and procedures commensurate with combat operational requirements. Identifies and establishes required bare-base vehicle operations activities. Conducts operations under communications blackout conditions. Supports personal details. Manages work centers. Establishes work methods and performance standards. Develops operating and administrative procedures. Develops cost center resource requirement estimates. Compiles operating costs and maintain 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 personnel. Evaluates services provided by vehicle operations. Negotiates support agreements. Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Monitors and coordinates on military construction projects. Establishes a local permissible operating distance. Makes official use of government vehicle determinations. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Performs as quality assurance evaluator and functional area chief. Develops and monitors contract transportation services. Coordinates with base contracting.

ELEMENTS

Proficiency utilizing the below tools is desired for this position. Please describe your experience and level of proficiency with each tool.

- Knowledge of a wide range of Ground Transportation policies, principles and practices
- Knowledge of established regulations, requirements, and techniques related to the Ground Transportation program
- Knowledge of organizational practices and activities and skill in applying this knowledge to plan and accomplish a variety of complex work assignments, and the ability to identify, analyze and resolve transportation issues or problems
- Knowledge of leadership, management, and supervisory skills sufficient to create a positive work environment and develop programs to successfully manage work center

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*, version dated 20131111
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness from MyFITNESS (myfss.us.af.mil) (*only applies to current members of the USAF, USAFR or ANG*)

7) Response to Job Elements *(not required, but highly encouraged)*

Submission of application:

Email applications to: WAANGHQ.AGR.JOBS@us.af.mil or through DoD Safe

****All application documents must be consolidated into a single .pdf file if at all possible or use PDF Portfolio format.***

****When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 23-015-ANG Moore)***

****If you do not receive an email “confirmation of receipt” within 5 duty days of emailing your application, please contact SMSgt April Melton at 253-512-8347***

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 3-4 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact at Unit: CMSgt Monte Burnett, 509-247-7781, monte.burnett.1@us.af.mil
Point of Contact for general AGR announcements: SMSgt April Melton, AGR Manager for Air (253) 512-8347, april.melton@us.af.mil