POSITION/EMPLOYMENT OPPORTUNITY: CTANG T32-TECHNICIAN ONLY

CTHR-AGR ANNOUNCEMENT NUMBER: 20-042 OPENING DATE: 21 February 2020
CLOSING DATE: 6 March 2020

AGR POSITION TITLE/ASSIGNMENT: Transportation Assistant
UNIT/LOCATION: 103D LRS, CTANG, 100 Nicholson Rd., East Granby, CT 06026

SPMD GRD: A1C – MSgt  UMD GRD: E3 – E7  FAC: 42C100  AFSC: 2T0X1/2T1X1

AREA OF CONSIDERATION: CTANG Title 32 Technicians.

ELIGIBILITY REQUIREMENTS: All applicants must meet the duty eligibility standards of ANGI 36-101. Applicants must be medically qualified under provisions of AFI 48-123. Applicant must hold a minimum of Secret Security Clearance at time of application. Applicants must possess a valid civilian driver’s license, and have a passing PT test.

POSITION DESCRIPTION: The purpose of this position is to serve as a distribution assistant, which provides technical expertise and support relating to the movement of equipment, supplies, and personnel for both peacetime and wartime. Assists in managing, directing, developing, planning and analyzing deployment and distribution management programs. Formulates and procures transportation arrangements with commercial carriers and appropriate military services for charter of passenger service for individual/group movements, equipment, supplies and material. Analyzes and evaluates travel requirements while considering cost and mission accomplishment as factors. Works with the Commercial Travel Office (CTO) to ensure government fares are being utilized whenever possible. Books OCONUS passengers in the Global Air Transportation Execution System (GATES) for in-transit visibility. Validates travel requirements through the use of the Air National Guard Reserve Order Writing System (AROWS) and the Defense Travel System (DTS). Determines the most appropriate, efficient and economical transportation services IAW applicable cargo movement directives. Coordinates with customers, reviews documentation, and physical assets, to determine transportation requirements based on shipment characteristics. Schedules and coordinates movements according to priority and classification. Conducts dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements. Provides transportation services for distinguished visitors and special events. Designates and coordinates shuttle bus and mass transportation requirements. Responsible for school bus transportation. Develops taxi zones or stands. 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. Functions as a technical advisor to all statewide and base operating officials on matters dealing with commercial movement of personnel and cargo. Determines proper identification, marking, labeling, and special handling instruction on all shipments. Responsible for defining augmentation requirements when called upon to expand operations to perform surface cargo deployment function during installation deployments or other surge operations. Develops, delivers and provides a record of conducted training of unit personnel on the requirements to properly package unit equipment for movement by other than air mode. Conducts HAZMAT technical specialist training. Participates in unit assessments, inspections, installation deployment plans, deployments, and disaster preparedness exercises.

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APPLICATION PACKAGE:
Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. All MVA questions should be directed to POC below.

ALL APPLICATION PACKETS must be mailed or delivered to:
Connecticut Air National Guard
103d Force Support Squadron
HRO Remote
100 Nicholson Rd, Bldg 2
East Granby, CT 06026
860-292-2573 or 860-613-7616

Emailed application will not be accepted (exceptions may be made for Airmen deployed OCONUS only).

The application packet will consist of the following documents:

1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address to “Current Home Address Line”.

2. Report of Individual Person (RIP) with minimum Secret Clearance not older than 10 years from closing date. If secret clearance is expired you must obtain security memo from the Wing security manager.

3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old from closing of advertisement).

4. AF Form 422 Notification of AF Member’s Qualification Status (not more than 12 months old).

5. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b, DD Form 214’s, or DD Form 1506 (Statement of Service).

6. Copy of current State Civilian Driver’s License

7. Certificates of Training applicable to advertised position

8. Overgrade Letter of Understanding (If applicable)

9. Professional resume including duty history.

*All applications must be received by 103D FSS no later than 1600 hours on the closing date of the announcement. Applications received after this time, regardless of postmark will be considered ineligible. Applications must be hand carried or mailed to the FSS at the above address.* Ensuring FSS receives the application is applicant’s responsibility.

SELECTION PROCEDURE: All application packets that meet eligibility requirements will be forwarded to the selection board IAW ANGI 36-101. Applicants that do not meet eligibility requirements will be notified in writing as to why. Selection for this position will be based on qualification/fitness, and without discrimination because of race, religion, color, national origin, sex, political affiliation or any other non-merit factor. All applicants will receive written notification of the final action on their application.

MILITARY INCENTIVES/BONUS:
If selected, acceptance of an AGR position may impact your current incentive/bonus. Please contact the State Incentive Manager at 860-292-2574 for more information.