JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT (MVA) NUMBER 17-17

OPENING DATE: 12 December 2016

CLOSING DATE: 12 January 2017

UNIT/LOCATION: CRTC, Volk Field, WI

POSITION: Traffic Management Craftsman

MILITARY AFSC REQUIREMENTS: 2T071

MINIMUM SKILL LEVEL REQUIRED: 7 Level

AREA OF CONSIDERATION: Open to all eligible to enter into the AGR program

FILL DATE: TBD

SALARY RANGE: Pay and allowance commensurate with military pay.

MINIMUM GRADE REQUIRED: TSgt/E-6

MAXIMUM GRADE AUTHORIZED: MSgt/E-7

MAXIMUM GRADE AVAILABLE: MSgt/E-7

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW AFI 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date.

2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.

3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.

4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.

5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.

7. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.

2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.

3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.

4. Applicants must not have been separated “for cause” from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

Plans, organizes, and directs traffic management activities. Maintains and issues transportation documents. Prepares budget estimates for materials, equipment, and transportation services. Provides advice on transportation solutions to contracting officials, procurement of personnel, and to mobility planners. Reviews Foreign Clearance Guide, consignment instructions, Transportation Facilities Guide, and applicable guidance to ensure personal property, DoD materiel, and passengers comply. Verifies carrier/contractor performance. Initiates discrepancy reports. Determines work priority. Resolves administrative and operational problems and authorizes deviation from procedures. Reconciles carrier/vendor invoices for payment of transportation services. Utilizes appropriate logistics systems to prepare, transmit, and receive transportation transaction data. Executes traffic management activities to support mobility operations both at home station and deployed locations.
Personal Property: Counsels personnel and eligible dependents on personal property movements. Reviews official travel orders and determines transportation entitlements. Uses carrier tariffs and rates to determine mode and cost of transportation to move or store personal property. Directs Transportation Service Providers (TSPs) to identify, mark, and label personal property for shipment or storage. Arranges shipment and storage of personal property. Validates need for and use of temporary storage. Observes, documents, and evaluates TSP or contractor performance in moving personal property and ensures compliance with service tenders, tariffs, contract specifications, and Government regulations. Cargo: Receives items for shipment or storage. Segregates items requiring special handling. Determines cargo priority, validates transportation funding, and schedules movement accordingly. Preserves, packs, marks, and labels materiel. Packaging includes blocking and bracing materiel on TSP's equipment to include munitions. Determines characteristics of commodities to be shipped. Construct and fabricate containers for freight shipment. Operates woodworking equipment and other equipment including machines that weigh, band, staple, tape, and seal. Classifies cargo and uses best value considerations to determine mode and method for transportation of materiel. Identifies, marks, and labels cargo for shipment or storage. Certifies hazardous cargo to be moved by all modes of transportation. Determines and schedules proper carrier equipment for loading and unloading. Consolidates and routes shipments to include application of required transportation protective services. Inchecks all Defense Transportation System cargo arriving at the installation into appropriate transportation system of record. Evaluates arriving shipments for over, short, damaged, and astray cargo and initiates appropriate reports and claims. Performs limited inspection of materiel to validate kind, count, condition, and application of required packaging and preservation. Performs receipt of materiel into the appropriate system of record. Coordinates pickup and delivery of materiel. Coordinates with base activities to control flow of inbound and outbound cargo. Operates and maintains material handling equipment such as forklifts, pallet jacks, and hand-trucks. Passenger Travel: Selects and arranges official travel for individuals and groups. Counsels personnel and eligible dependents on passenger movement. Reviews official travel orders and determines transportation entitlements. Prepares passenger related travel documents. Processes partial and fully unused commercial airline tickets for refund. Verifies commercial travel office routing and fares. Processes pay adjustment authorizations, cash collection vouchers and public vouchers for purchase and services other than personal. Computes government constructive costs. Performs quality assurance of contract Commercial Travel Office performance. Installation Deployment Readiness Cell (IDRC): Participates in Installation Deployment Process Working Group (DPWG). Reviews/validates unique installation deployment requirements are addressed in standard base operation procedures and ensures organic transportation capability exists to execute these requirements as needed. Maintains oversight of air terminal operations in support of deployment and redeployment operations. Ensures comprehensive transportation related deployment training is conducted for deployment work center personnel and Unit Deployment Managers. Lead transportation functional POC supporting staffing and operation of Deployment Control Center (DCC). Directs subordinate transportation related deployment functions to include Cargo Deployment Function (CDF) and Personnel Deployment Function (PDF) when DCC is activated. Staffs and operates CDF when activated. Performs all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles. Staffs and operates transportation related positions of the PDF when activated. Performs all actions necessary for monitoring all personnel processing activities to include passenger manifesting, passenger baggage handling, and passenger loading. Arranges passenger airlift for tasked Unit Line Numbers when movement data is provided by the Installation Deployment Officer or designated representatives.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge is mandatory of: federal, international, and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, standards, and orders; marking and labeling materiel; DoD Supply Chain Deliver/Return concepts, principles of property accounting, and hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

Education. For entry into this specialty, completion of high school is required. A general knowledge of computer systems and a formal course in word processing is desirable.

Training. For award of AFSC 3M031, completion of the basic services course is mandatory.

Experience: The following training is mandatory for award of the AFSC indicated:
2T031. Completion of the basic traffic management course.
2T051. Completion of the Integrated Receipt Process (IRP) Course via Advanced Distributed Learning Service.
Experience. The following experience is mandatory for award of the AFSC indicated:
2T051. Qualification in and possession of AFSC 2T031. Also, experience in all three core functional areas of Traffic Management (Personal Property, Cargo, and Passenger), and certification of assigned work-center tasks.
2T071. Qualification in and possession of AFSC 2T051. Also, experience in and supervision of all three core functional areas of Traffic Management (Personal Property, Cargo, and Passenger), and certification of assigned work-center tasks.
2T091. Qualification in and possession of AFSC 2T071. Also, experience with the management of moving personal property, cargo, and passengers, including freight classification/routing and carrier selection.

Other: The following are mandatory as indicated:
See attachment 4 for entry requirements.
For entry, award, and retention of AFSCs 2T011/31/51, must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

For entry, award, and retention of these AFSCs, must maintain ability to ship, transport, possess, or receive firearms or ammunition IAW the1996 Domestic Violence Amendment to the *Gun Control Act of 1968* (Lautenberg Amendment).
For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security.*
Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2T0XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.
NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret clearance has been granted according to AFI 31-501

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). Required for all applications.

- ☐ If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence. Failure to include justification in cover letter will result in disqualification of Application.

- ☐ NGB Form 34-1 (Application for AGR Position) dated November 2013 (must be signed and dated); if applicable attach a sheet explaining any "yes" answers to section IV. If using the Pure Edge NGB 34-1; please note you must date the form first then digitally sign for the date to show on the form.

- ☐ Personnel Records Review RIP, complete and current. Other Service Components submit appropriate individual personnel information printout.

- ☐ Current military members must submit annual (within 12 months) service component fitness testing results. Civilians must submit documentation from physician indicating height and weight. Must be dated within 30 days of job announcement closing date.

- ☐ Current (within 12 months) AF Form 422, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable.

- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.*

  **The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for *Equal Employment Opportunity reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.*

- ☐ All Other Service Component applicants must have their ASVAB raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail SCANNED application to ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil. An email will be sent to confirm receipt of application.
*Note: This is not an automated email. When the AGR Staffing NCO pulls the email from the inbox, she/he will manually send a confirmation email. This will not always occur on the same day you send your application.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-AGR (AGR Air Staffing), 2400 Wright Street, Madison, WI 53704-2572. Please do not submit application packets in three-ring binders or staple pages together. Individuals may call before job-closing date to ensure the application was received.

3. J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3718 DSN 724-3718 or e-mail Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil