

AIR NATIONAL GUARD
Joint Force Headquarters
187th FIGHTER WING, MONTGOMERY, ALABAMA
117th AIR REFUELING WING, BIRMINGHAM, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24 - 034

OPEN DATE: 17 OCTOBER 2024

EXPIRATION DATE: 17 NOVEMBER 2024

OPEN TO: NATIONWIDE

Number of Positions: 1

Position Title: TRAFFIC MANAGEMENT SPECIALIST

Func Code: 42C100

PEC#: 58542G

UMD Position #: 113278734

AFSC: 2T071

ASVAB REQUIRE: A:35

Grade: E-7 - E-8

Security Clearance: SECRET

Unit/Duty Location: 187th FIGHTER WING / MONTGOMERY, AL

Selecting Official: CMSGT KATELYN E. FAGAN

HRO Remote: MSGT VERNON HARRIS

APPLICATION REQUIREMENTS

Signed NGB Form 34-1, [NGB Forms](#)

Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)

AF Form 422: Must be signed and verified within 6 months from your Medical Group

Air Force Fitness Management System II (AFFMS II) Fitness Report: Must be Current and passing

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

Email completed application packages to:

JFHQ-AL MDM
ATTN: MS. CALNECIA GREGG
ng.al.alarnng.list.j1-air-mdm@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711

All emailed packages must be in a single PDF

TRAFFIC MANAGEMENT OPERATIONS
(Changed 30 Apr 22)

SPECIALTY SUMMARY: Responsible for supervision, administration and management of all recruiting programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure. Military and full-time supervision of the FC will be with the State Production Superintendent (SPS) or other office as designated by The Adjutant General (TAG).

1. Specialty Summary. Performs and manages traffic management activities. Uses military and commercial transportation to move personnel, eligible dependents, materiel, and property. Packages, classifies, and arranges personal property and cargo for shipment or storage. Related DoD Occupational Subgroup: 155300.

2. Duties and Responsibilities:

2.1. 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.

2.2. 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.

2.3. 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. In checks 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.

2.4. 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 Travel Management Company performance.

2.5. 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.

DAFECD, 30 Apr 24

Specialty Qualifications:

3.1. 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.

3.2. 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.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T031. Completion of the basic traffic management course.

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

3.4.1. 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.

3.4.2. 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.

3.4.3. 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.

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 AFSCs 2T011/31/51: must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.

3.5.3. For entry, award, and retention of these AFSCs: must maintain ability to ship, transport, possess, or receive firearms or ammunition IAW the 1996 Domestic Violence Amendment to the Gun Control Act of 1968 (Lautenberg Amendment).

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. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environment. For award and retention of AFSCs 2T0XX, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, is mandatory.

NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16-1405.

3.5.6. Retraining into the 2T0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:

Must be a member or eligible to become a member of the Alabama Air National Guard.

Member will be required to hold a compatible military assignment in the unit they are hired to support.

Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.

Member must meet the physical qualifications outlined in, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.

Member must have retain-ability to complete the tour of military duty.

Member must not be eligible for or receiving a federal retirement annuity.

Member must comply with standards outlined in DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) **and meet all eligibility criteria in AFECD/AFOCD**

ADDITIONAL DUTIES

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score.

Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECD contact your servicing MPF.

You have the option to retake the test.

You must schedule your test date and receive your new scores prior to the announcement closing date.

Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED *******

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 ([see below](#)).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

87The information below was taken from ANGI 36-101, 21 April 2022.

5.3 Grade. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6 for proper assignment to position/unit. 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 AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

5.4 Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Fitness Program*. 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 DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

5.6 Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS)

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed, signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).