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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****174TH ATTACK WING****6001 EAST MOLLOY ROAD****SYRACUSE, NEW YORK 13211-7099** | **ANNOUNCEMENT #: FY 24-017** |
| **DATE: 30 April 2024** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT:** Logistics Readiness Squadron  | **AFSC:** 2T171**RANK:** TSgt |
| **POSITION TITLE:** Ground Transportation  | **AREA OF CONSIDERATION: NATIONWIDE**All members who meet the qualifications for these positions**Anyone Eligible To Join The Air National Guard** |
| **SPECIALTY SUMMARY**Ground Transportation personnel are professional, highly trained, and proficient in the safe and specialized operation of numerous types of government motor vehicles. Ground Transportation Airmen serve the Air Force mission by providing centralized, efficient, and economical organic ground transportation capabilities for movement of personnel and cargo. Additionally, Ground Transportation Airmen administer the DoD’s Official Use program, provide examination and 11 licensing of government motor vehicle operators, manage the installation’s pooled vehicle fleet, provide the efficient planning and use of equipment and resources, and perform preventative maintenance of the pooled vehicle fleet. |
| **DUTIES AND RESPONSIBILITIES**1. Operates, services and performs preventative maintenance on government motor vehicles. Prepares, reviews, and maintains forms, records, and reports. Conducts pre-, during and post-operation vehicle inspections and documents results.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. Manages school bus transportation. 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, operations plans, and personnel recalls.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.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.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.6. Makes official use of government motor vehicle determinations. Documents and tracks reported cases of vehicle misuse. 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. 8. Partners and combines skill sets with other functional communities, and entities in providing a full range of ground support capabilities.9. Uses mobile communication and navigation systems. Determines and implements personal and collective security measures for expeditionary and in garrison operations.10. Manages work centers. Establishes work methods and performance standards. Advises commanders, 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. |
| **CLEARANCE**Secret, as a minimum. (SEE REVERSED) |
| **INQUIRIES ABOUT POSITIONS****Please Contact the Recruiting Office @ 315-233-2159 / 315-807-9433 For Qualification and Eligibility Questions.** |