Alaska Air National Guard
Active Guard Reserve (AGR)
Position Announcement
AKANG 14-107

http://dmva.alaska.gov/employment.htm

POSITION TITLE:	AFSC:	OPEN DATE:	CLOSE DATE:
C-130 Aircraft Instructor Loadmaster Craftsman	**1A271**	**9 SEPTEMBER 2014**	**9 OCTOBER 2014**

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
144th Airlift Squadron, Joint Base Elmendorf-Richardson, Alaska	**Minimum: E5** **Maximum: E6**

SELECTING SUPERVISOR:	VACANCY:	PHYSICAL PROFILE:
SMSgt Heinen	0878056	PULHES –111111

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (MUST HOLD ADVERTISED AFSC)
Area 2 Alaska Air National Guard members (MUST HOLD ADVERTISED AFSC)
Area 3 Nationwide (Military members eligible for membership in to the AKANG (MUST HOLD ADVERTISED AFSC)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Accomplish preflight and post-flight of aircraft and aircraft systems
- Receive cargo/passenger load briefings, check placement of cargo/passengers against aircraft limitations/restrictions, determine adequacy of cargo documentation
- Determine cargo placement and restraint requirements and directs and checks the placement of restraint equipment
- Compute aircraft weight and balance. Demonstrate use of life support equipment. Accomplish passenger comfort activities during flight
- Perform aircrew functions and other mission specific qualification duties to include the airdrop of personnel and equipment/cargo
- Receive cargo/passenger load briefing and reviews load plan and cargo documentation
- Accomplish load planning of cargo/passenger loads if required. Review aircraft forms for condition of aircraft
- Operate aircraft radio systems
- Accomplish pre-flight inspection of the aircraft and cargo/airdrop systems according to flight manual procedures
- Direct the placement of material handling equipment to accomplish cargo on/off loading operations
- Operate the aircraft winch to on/offload cargo. Ensure cargo/passengers are placed according to load plans
- Ensure availability of fleet service equipment and passenger comfort items. Receive and signs receipts for and stows in-flight meals
- Accomplish passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements
- Demonstrate the use of passenger emergency oxygen systems and life vests
- Compute and completes aircraft weight and balance documentation either manually or electronically
- Visually monitors aircraft clearances (interior and exterior), identify proximal threats to the aircraft and initiates corrective actions (aircraft scanning)
- Accomplish in-flight checks according to flight manual procedures. Monitors cargo and provides for passenger comfort
- Prepare and dispense passenger meals, snacks and refreshments
- Complete required aircraft forms documentation and border clearance requirements
- Airdrop qualified Loadmasters only: Conducts cargo and personnel airdrops according to directives
- Attach extraction parachutes to cargo and platforms. Inspect cargo and platforms, extraction systems and connects static lines
- Check tiedowns, parachutes, containers, suspension systems, and extraction systems to ensure proper cargo extraction or release
- Operate aircraft airdrop systems and supervises cargo and paratroopers exiting the aircraft
- Perform additional duties as assigned

Irregular Schedule & TDYs: Incumbent will be required to work shifts, holidays, weekends and extended hours.
Self-Executing Title 10 Orders for Federal Operational Missions: *As a conditions of employment, incumbent will be required to execute a voluntary consent statement which sets forth their consent to be recalled to Title 10 duty pursuant to 10 U.S.C.B 12301 (d) for federal operational missions.*

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE –**Secret** (eligible to obtain)
- APTITUDE REQUIREMENT – GENERAL – 57
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- AFSC not open to non-United States Citizens. AFSC is open to United States nationals
- Physical qualification for aircrew duty according to AFI 48-123, *Medical Examinations and Standards*, Class III medical standards
- Normal depth perception as defined in AFI 48-123
- Qualification for aviation service according to AFI 11-402, *Aviation And Parachutist Service, Aeronautical Ratings and Aviation Badges*
- Must maintain eligibility to deploy and mobilize worldwide
- Height must not be less than 64 inches or more than 77 inches as defined in AFI 48-123
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependents

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: Types, capacities, and configuration of transport aircraft; arithmetic; emergency equipment and in-flight emergency procedures; personal equipment and oxygen use; communications; current flying directives; interpreting diagrams, loading charts, and technical publications; border agency clearance dispensing and preserving food aboard aircraft; and cargo restraint techniques
- Experience in types, capacities, and configuration of transport aircraft; airdrop techniques; weight and balance factors; arithmetic, emergency equipment and in-flight emergency procedures; personal equipment and oxygen use; communications; current flying directives; interpreting diagrams, loading charts, and applicable technical publications; border agency clearance requirements and forms; principles of dispensing and preserving food aboard aircraft; and cargo restraint techniques
- C-130 qualified evaluator or highly qualified, experienced C-130 instructor loadmaster
- Ability to effectively communicate both orally and in writing
- Demonstrated characteristics of instructional ability, judgment, personal qualities, technical credibility, flying experience and tactical experience
- Demonstrated ability to objectively evaluate, document, and report observed performance
- Results driven with demonstrated ability to prioritize multiple tasks and take a task to timely completion
- Ability to draw upon personal knowledge and experience to provide constructive input to best meet the challenges facing the organization
- Demonstrated ability to translate leader's direction into specific tasks and responsibilities their team can understand and execute

See page 3 for All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration**. Applications must be complete upon initial receipt, in **1** single PDF package with ***NO*** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide AMRDEC and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB**. (https://safe.amrdec.army.mil)**

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?
A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?
A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?
A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?
A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?
A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?
A: Log into the AF Portal. Select "**virtual MPF**" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "**View/Print All Pages**".

Q: Do I need to submit an AF Form 422 with PULHES?
A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?
A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?
A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years…" AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. 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 ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. *IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.*		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered…."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **<u>Applications received with an unsigned NGB 34-1 will not be forwarded for consideration</u>**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **<u>Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness</u>.** *Items 1-10 are* ***required*** *by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **<u>Incomplete packages will not be considered for the position vacancy.</u>**

1. NGB Form 34-1(Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on *http://dmva.alaska.gov/employment.htm*))
2. CURRENT Records Review RIP (available on vMPF (*http://www.afpc.randolph.af.mil/vs*))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume*(OPTIONAL)*
6. Statement confirming applicant meets All Initial Eligibility Requirements (Available on *http://dmva.alaska.gov/employment.htm*))
7. Signed Statement of Administrative demotion (If applicable)(Available on *http://dmva.alaska.gov/employment.htm*)
8. Last 3 Enlisted Performance Evaluations (If applicable)
9. CURRENT AGR/Mobility/ADSW Orders (If applicable)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)
11. Letters of Recommendation will be accepted

<u>EMAILING REQUIREMENTS:</u>
Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.
PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-107 Doe, Jane E1**)
Email Subject should be: (Position Announcement Number) (Example: **ANG 14-107**)
Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:
To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.