



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-60**



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

<b>POSITION TITLE:</b> Air Transportation Craftsman	<b>AFSC:</b> 2T271	<b>OPEN DATE:</b> 6 APRIL 2016	<b>CLOSE DATE:</b> 6 MAY 2016
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176 <sup>th</sup> Logistics Readiness Squadron, Joint Base Elmendorf Richardson, Alaska		<b>GRADE REQUIREMENT:</b> Minimum: <b>E7</b> Maximum: <b>E7</b>	
<b>SELECTING SUPERVISOR:</b> Capt Gladwill	<b>VACANCY:</b> 951455	<b>PHYSICAL PROFILE:</b> PULHES – 333123	

### 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 (All 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

- Perform and manage air transportation activities. Plan, schedule and process eligible passengers and cargo for air movement
- Load and unload passengers, cargo, and baggage moved on military and commercial-contract aircraft
- Perform aircraft cleaning services and deliver meals and comfort item supplies to aircraft. Operate forklifts and aircraft loading equipment
- Use computer systems to provide in-transit visibility over passenger and cargo movement operations
- Plan, organize, direct, coordinate, and control air transportation activities. Prepare and maintain air movement records and reports
- Determine and justify personnel, equipment, and facilities required to accomplish air transportation functions
- Supplement policies, direct personnel, and establish procedures to process, load, document, and report passengers and cargo transported by air, including paratroops and cargo moved using aerial delivery methods
- Develop procedures for handling special category passengers. Enforce safety and security measures
- Determine and implement necessary safety and security precautions for handling and storing dangerous materials, special cargoes, mail, and baggage
- Plan and manage fleet service activities to provide cleaning, lavatory servicing, and meal delivery on aircraft
- Supervise forklift and aircraft loading equipment use for passenger and cargo loading and unloading operations
- Inspect airlift activities for compliance and recommends corrective action
- Conduct personnel and equipment management surveys, and provide technical assistance as required
- Provide the Department of Defense a capability to move air passengers worldwide
- Offer customers information on flight schedules, routes, air movement requirements, baggage limitations, and specifics on local facilities
- Perform procedures to check in, process, schedule, transport, and escort passengers to and from aircraft
- Ensure all passenger border clearance requirements have been met. Operate terminal security equipment and conduct passenger and baggage security inspections. Review passenger travel authorizations for validity and accuracy
- Apply common user and international tariff rates, collects fares, and account for documents and monies
- Use computer systems to provide in-transit visibility and to document passenger movement operations
- Provide the Department of Defense a capability to move air cargo worldwide. Verify eligibility of cargo offered for airlift
- Ensure all cargo documentation, packaging, labeling and marking requirements, and border clearance requirements have been met
- Determine quantity and type of cargo to be loaded according to allowable aircraft cabin load
- Select, assemble, palletize, and transport cargo loads to and from aircraft and storage areas
- Check cargo against manifests and annotate shipment overages, shortages, or damages. Secure cargo with appropriate restraint equipment
- Exercise necessary safety and security precautions in handling and storing hazardous or special cargoes and mail
- Pack cargo parachutes, rigs airdrop platforms, and load aircraft performing aerial delivery tactics
- Use computer systems to provide in-transit visibility and to document cargo movement operations
- Perform command and control and fleet service functions. Prepare, complete, and maintain air movements records, documents, and reports
- Prepare and maintain travel forms and weight and balance records. Preplan and compute aircraft load distribution
- Ensure aircraft cleanliness and maintain records on fleet service equipment, supplies, and activities
- Complete actions to requisition, store, and issue expendable and nonexpendable items for use on aircraft. Deliver supplies and meals to aircraft
- Perform additional duties as assigned

### INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – MECHANICAL – 47 **AND** ADMINISTRATIVE - 28
- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- STRENGTH APTITUDE - Demonstrated by weight lift of 60 LBS
- Must possess a valid state driver’s license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.
- Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependents

### PREFERRED QUALIFICATIONS

- Knowledge is mandatory of a thorough understanding of passenger and cargo movement functions to include transport aircraft types, capabilities, and configuration; weight and balance factors; airlift transportation directives and documentation; cargo restraint techniques; border clearance requirements; operation of materials handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; and aerial delivery techniques and equipment use

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

<p>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</p>	<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>	<p>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></p>
<p>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...."</p>	<p>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</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101</p>

## 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](mailto: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. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **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.** *Items 1-4 are required by the Human Resource Office to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111**  
(<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) or AF Fitness Assessment
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE** single PDF File

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-60 Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-60**

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil) **OR**

Send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### **QUESTIONS:**

To verify receipt of application, you may call 907-428-6928 DSN 317-384-6928

## 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.