



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 18-137**

<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> Senior Enlisted Manager	<b>AFSC or MOS</b> 1A2X1	<b>OPEN DATE:</b> 05 Oct 2018	<b>CLOSE DATE:</b> 19 Oct 2018
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 211th Rescue Squadron, Joint Base Elmendorf-Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-8P <b>Max:</b> E-9	
<b>SELECTING SUPERVISOR:</b> Lt Col Eric Budd	<b>Position Number</b> 887323	<b>PHYSICAL PROFILE:</b> PULHES – 111121	*Contingent on Controlled Grade Availability

**AREAS OF CONSIDERATION**

- On-board AK ANG AGR (Must hold advertised AFSC)
- Alaska Air National Guard members (Must hold advertised AFSC)
- Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

**MAJOR DUTIES MAY INCLUDE**

**AIR GUARD:** Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

**INITIAL ELIGIBILITY CRITERIA**

- \*In addition to criteria listed on attached pages\*
- Security Clearance - Must be able to obtain: Secret
  - Aptitude Requirement: General 57
  - Strength requirement: Demonstrated ability to lift 70lbs

**PREFERRED QUALIFICATIONS**

- In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
  - Cover Letter
  - Last 3 Enlisted Performance Evaluations
  - Letters of Recommendation will be accepted
  - HC-130 qualified and experienced loadmaster
  - Clear communicator with a passion for mentoring and developing Airmen
  - Demonstrated skill at merging subordinates' talents, skills, and resources to most effectively accomplish mission objectives
  - Experience leading and managing teams while maintaining the highest level of combat mission readiness
  - Demonstrated ability to use sound judgment in decision making and operational risk management
  - Demonstrated ability to translate leader's direction into specific tasks and responsibilities
  - Ability to draw upon personal knowledge and experience to provide constructive input to best meet organizational challenges
  - Experience promoting a culture of Airman capable of adapting to evolving requirements
  - Knowledge of the Air Force Inspection System
  - Knowledge of ACMJ and ANG discipline system
  - Knowledge of ANG manpower/personnel

## SPECIAL ANNOUNCEMENT CRITERIA

- Total Active Military Service (TAFMS) REQUIRED FOR AGR SELECTION: In accordance with AKANG Enlisted Force Management Policy Letter, applicants for AGR positions must have the following amounts of active service to fill enlisted positions: (E-9 - 15 years TAFMS or more) \*\*\*TAFMS waivers may apply\*\*\*
- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

## ACTIVE GUARD AND RESERVE REQUIREMENTS

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. Application Package will not be forwarded without statement: 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. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

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 a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 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. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
  - Resume
  - Cover Letter
  - Last 3 EPR's (or equivalent)
  - Letter of Recommendation

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will be accepted through AMRDEC if standard email procedures do not work\*\*

- AMRDEC SAFE Web Application: <https://safe.amrdec.army.mil/safe/> to above email

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

\*\* Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

### QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

### 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.

**CEM Code 1A200****AFSC 1A291, Superintendent**

AFSC 1A271, Craftsman

AFSC 1A251, Journeyman

AFSC 1A231, Apprentice

AFSC 1A211, Helper

**AIRCRAFT LOADMASTER****(Changed 31 Oct 13, Effective 7 Jan 13)**

**1. Specialty Summary.** Accomplishes preflight and post-flight of aircraft and aircraft systems. Receives cargo/passenger load briefings, checks placement of cargo/passengers against aircraft limitations/restrictions, determines adequacy of cargo documentation. If required, load plans cargo/passenger loads. Supervises cargo/passenger loading and offloading activities. Determines cargo placement and restraint requirements and directs and checks the placement of restraint equipment. Computes aircraft weight and balance. Demonstrates use of life support equipment. Accomplishes passenger comfort activities during flight. Performs aircrew functions and other mission specific qualification duties to include the airdrop of personnel and equipment/cargo. Related DoD Occupational Subgroup: 105000.

**2. Duties and Responsibilities:**

2.1. Receives cargo/passenger load briefing and reviews load plan and cargo documentation. Accomplishes load planning of cargo/passenger loads if required. Reviews aircraft forms for condition of aircraft. Accomplishes preflight inspection of aerospace ground equipment and applies external power to the aircraft. Operates aircraft radio systems. Accomplishes pre-flight inspection of the aircraft and cargo/airdrop systems according to flight manual procedures.

2.2. Supervises cargo/passenger loading and off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Operates the aircraft winch to on/offload cargo. Ensures cargo/passengers are placed according to load plans. Determines cargo restraints requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests.

2.3. Ensures availability of fleet service equipment and passenger comfort items. Receives and signs receipts for and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Computes and completes aircraft weight and balance documentation either manually or electronically. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning).

2.4. Accomplishes in-flight checks according to flight manual procedures. Monitors cargo and provides for passenger comfort. Prepares and dispenses passenger meals, snacks and refreshments. Completes required aircraft forms documentation and border clearance requirements.

2.5. Airdrop qualified Loadmasters only: Conducts cargo and personnel airdrops according to directives. Attaches extraction parachutes to cargo and platforms. Inspects cargo and platforms, extraction systems and connects static lines. Checks tiedowns, parachutes, containers, suspension systems, and extraction systems to ensure proper cargo extraction or release. Operates aircraft airdrop systems and supervises cargo and paratroopers exiting the aircraft.

**3. Specialty Qualifications:**

3.1. Knowledge. 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.

3.2. Education. For entry into this specialty, completion of a high school education with courses in mathematics, computer principles, typing, speech and English is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated: Completion of the Aircrew Fundamentals Course is mandatory for pipeline and non-aviation service cross training students and completion of the Aircraft Loadmaster course is mandatory for award of AFSC 1A231.

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

3.4.1. 1A251. Qualification in and possession of AFSC 1A231. Also, knowledge of types, capacities, and configuration of transport aircraft; weight and balance factors, arithmetic; cargo restraint techniques; emergency equipment and in-flight emergency procedures; using personal equipment and oxygen, 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; operation of cargo loading equipment; and cargo and personnel airdrop techniques and equipment.

3.4.2. 1A271. Qualification in and possession of AFSC 1A251. Also, 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.

3.4.3. 1A291. Qualification in and possession of AFSC 1A271. Also experience in directing functions such as loading military cargo aircraft and establishing procedures for maintaining related records.

3.5. Other: The following are mandatory as indicated:

3.5.1. For entry into this specialty, see attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examinations and Standards*, Class III medical standards.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.2.3. Qualification for aviation service according to AFI 11-402, *Aviation And Parachutist Service, Aeronautical Ratings and Aviation Badges*.

3.5.2.4. Must maintain eligibility to deploy and mobilize worldwide.

3.5.2.5. Height must not be less than 64 inches or more than 77 inches as defined in AFI 48-123.

3.5.3. 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*.

3.5.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1A2XX, 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 security clearance has been granted according to AFI 31-501.

