

## Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Announcement Number: **AGR-16-49**

Open Period: **10 May 2016 to 10 June 2016**

Open Areas of Consideration: **In-State**

*This vacancy announcement is open to all participating members of the Texas Air National Guard.*

Appointment Factors: **Open to NTE TSgt/E-6**

Position Information:

**Title: Traffic Management**

**Grade: TSgt/E-6**

**DAFSC: 2T071**

**Position #/s: (0148) 0100098891C**

**Unit/Duty Location: 147 Reconnaissance Wing, Ellington JRB, Houston, TX**

**Funding Availability: AGR Funded**

Concurrently Advertised: **N/A**

### SUMMARY

**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.

**Duties and Responsibilities:**

- 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 applicable guidance to ensure personal property, DoD materiel, and passengers comply. 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.
- Personal Property: 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. Observes, documents, and evaluates TSP or contractor performance in moving personal property and ensures compliance with service tenders, tariffs, contract specifications, and Government regulations.
- Cargo: Receives items for shipment or storage. Segregates items requiring special handling. Determines cargo priority, validates transportation funding, and schedules movement accordingly. Identifies, preserves, packs, marks, and labels cargo for shipment or storage. Packaging includes blocking and bracing materiel on TSP's equipment to include munitions. 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. Certifies hazardous cargo to be moved by all modes of transportation. Determines and schedules proper carrier equipment for loading and unloading. 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. Coordinates pickup and delivery of materiel. Coordinates with base activities to control flow of inbound and outbound cargo. Operates equipment such as forklifts, pallet jacks, and hand-trucks.
- Passenger Travel: Selects and arranges official travel for individuals and groups. Processes partial and fully unused commercial airline tickets for refund. Processes pay adjustment authorizations, cash collection vouchers and public vouchers for purchase and services other than personal. Performs reviews of Commercial Travel Office performance.
- Installation Deployment Readiness: Participates in Installation Deployment Process Working Group (DPWG). Reviews/validates unique installation deployment requirements are addressed in standard base operation procedures and ensures transportation capability exists to execute requirements as needed. Maintains oversight of air terminal operations in support of deployment and redeployment operations. Ensures transportation deployment training is conducted for deployment work center personnel and Unit Deployment Managers. Directs subordinate transportation deployment functions to include Cargo Deployment Function (CDF) and Personnel Deployment Function (PDF) when DCC is activated. Performs all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles. 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.

## QUALIFICATION REQUIREMENTS

- **Trainees Not Applicable: MUST HOLD AS A MINIMUM A 2T051 AFSC**
- 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 material; 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.

## CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

## INSTRUCTIONS FOR APPLYING - Incomplete/expired paperwork will **NOT** be considered! -

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013: Previous Editions are Obsolete. Announcement number and position title must be annotated on the form. (i.e. "AGR-16-XX")**
2. **Copy of Records Review RIP within last 30 days.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (RIP must show your ASVAB scores and awarded AFSCs). Records Review RIP must be no more than 30 calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status validated within the last 12 months (required), and AF 469, Duty Limiting Condition Report (if applicable).**
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must be no more than 12 months old.** Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Enlisted members overgrade (higher ranking) to the appointment factors; a signed memo to willingly take a demotion must be included in the application package.
6. **DD Form 214s (if applicable)**
7. Other documents (EPRs/OPRs, Resume, etc.) are **optional**.

## SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: [nq.tx.txarng.list.hro-agr-air@mail.mil](mailto:nq.tx.txarng.list.hro-agr-air@mail.mil) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

**Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/ mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.** Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-AGR-16-XX")

## REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.  
The Texas National Guard is an Equal Opportunity Employer.