

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 149th FIGHTER WING
TEXAS AIR NATIONAL GUARD**

POSITION: Traffic Mgmt Superintendent

ANNOUNCEMENT #: 149-17-16

AFSC: 2T000

ISSUE DATE: 4 NOV 2016

**LOCATION: 149th Logistics Readiness Squadron CLOSING DATE: 19 NOV 2016
JBSA-Lackland AFB, TX 78236**

GRADE REQUIREMENTS: Promotable SMSgt/E8 NTE CMSgt/E-9

AREA OF CONSIDERATION: STATEWIDE

TRAINEES: Yes

This is a DSG position only. It does NOT have a concurrent Technician or AGR announcement.

*****SEE REVERSE FOR SUMMARY OF MINIMUM POSITION QUALIFICATIONS*****

HOW TO APPLY: CC endorsement memorandum, records review rip, military biography, targeted resume, personal letter of intent outlining career goals and objectives, AF Form 422 stamped current within 1 year, ANG Fitness Assessment score sheet, Letter of Recommendation from your supervisor and if you **are not** assigned to the 149 FW, you must also include a Letter of Recommendation from your unit commander. Please also include one unbound copy of your application for administrative processing purposes.

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

AIR TRANSPORTATION
(Changed 30 Apr 13,
Effective 23 Oct 12)

1. Specialty Summary. Performs and manages air transportation activities. Plans, schedules and processes eligible passengers and cargo for air movement. Loads and unloads passengers, cargo, and baggage moved on military and commercial-contract aircraft. Prepares and maintains air movement records and reports. Performs aircraft cleaning services and delivers meals and comfort item supplies to aircraft. Operates forklifts and aircraft loading equipment. Uses computer systems to provide in-transit visibility over passenger and cargo movement operations. Related DoD Occupational Subgroup: 155300.

2.

3. Duties and Responsibilities:

3.1. Plans, organizes, directs, coordinates, and controls air transportation activities. Determines and justifies personnel, equipment, and facilities required to accomplish air transportation functions. Supplements policies, directs personnel, and establishes procedures to process, load, document, and report passengers and cargo transported by air, including paratroops and cargo moved using aerial delivery methods. Develops procedures for handling special category passengers. Enforces safety and security measures.

3.2. Determines and implements necessary safety and security precautions for handling and storing dangerous materials, special cargoes, mail, and baggage. Plans and manages fleet service activities to provide cleaning, lavatory servicing, and meal delivery on aircraft. Supervises forklift and aircraft loading equipment use for passenger and cargo loading and unloading operations. Inspects airlift activities for compliance and recommends corrective action. Conducts personnel and equipment management surveys, and provides technical assistance as required.

3.3. Provides the Department of Defense a capability to move air passengers worldwide. Offers customers information on flight schedules, routes, air movement requirements, baggage limitations, and specifics on local facilities. Performs procedures to check in, process, schedule, transport, and escort passengers to and from aircraft. Ensures all passenger border clearance requirements have been met. Operates terminal security equipment and conducts passenger and baggage security inspections. Reviews passenger travel authorizations for validity and accuracy. Applies common user and international tariff rates, collects fares, and accounts for documents and monies. Uses computer systems to provide in-transit visibility and to document passenger movement operations.

3.4. Provides the Department of Defense a capability to move air cargo worldwide. Verifies eligibility of cargo offered for airlift. Ensures all cargo documentation, packaging, labeling and marking requirements, and border clearance requirements have been met. Determines quantity and type of cargo to be loaded according to allowable aircraft cabin load. Selects, assembles, palletizes, and transports cargo loads to and from aircraft and storage areas. Checks cargo against manifests and annotates shipment overages, shortages, or damages. Secures cargo with appropriate restraint equipment. Exercises necessary safety and security precautions in handling and storing hazardous or special cargoes and mail. Packs cargo parachutes, rigs airdrop platforms, and loads aircraft performing aerial delivery tactics. Uses computer systems to provide in-transit visibility and to document cargo movement operations.

3.5. Performs command and control and fleet service functions. Prepares, completes, and maintains air movements records, documents, and reports. Prepares and maintains travel forms

and weight and balance records. Preplans and computes aircraft load distribution. Ensures aircraft cleanliness and maintains records on fleet service equipment, supplies, and activities. Completes actions to requisition, store, and issue expendable and nonexpendable items for use on aircraft. Delivers supplies and meals to aircraft.

3. Specialty Qualifications:

3.1. Knowledge. Mandatory knowledge comprises 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.

3.2. Education. For entry into this specialty, completion of high school or a general educational development equivalency is desirable.

Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T231. Completion of a basic air transportation course.

3.3.2. 2T271. Completion of the advanced air transportation course.

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

3.4.1. 2T251. Qualification in and possession of AFSC 2T231. Also, experience in functions such as processing cargo and loading and unloading aircraft; operating automated or manual materials handling and other loading equipment; processing and loading and unloading passengers; performing aircraft fleet service functions; rigging aerial delivery cargo; or processing, scheduling, and maintaining records relating to passenger and cargo movement.

3.4.2. 2T271. Qualification in and possession of AFSC 2T251. Also, experience supervising functions such as preparing aircraft load plans; processing cargo and loading and unloading aircraft; operating automated or manual materials handling and other loading equipment; processing and loading and unloading passengers; performing aircraft fleet service functions; rigging aerial delivery cargo; or processing, scheduling, and maintaining records on passenger and cargo movement.

3.4.3. 2T291. Qualification in and possession of AFSC 2T271. Also, experience managing passenger and cargo, movement activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2T211/31/51, must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

4. Remarks.

All questions regarding this announcement should be directed to MSgt Adela Zertuche at commercial (210) 925-6996 or DSN: 945-6996.

SUBMIT APPLICATIONS TO: 149 FSS/FSMPM
ATTN: MSGT ADELA ZERTUCHE
107 Hensley St., Ste 2
San Antonio, TX 78236-0103

NOTE: ALL HARDCOPY APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS, 1600 HOURS, ON THE CLOSE OUT DATE. APPLICATIONS WILL NOT BE TAKEN ELECTRONICALLY. THOSE THAT DO NOT MAKE THE DEADLINE WILL NOT BE CONSIDERED AND RETURNED WITHOUT ACTION.