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

Announcement Number: **AGR-18-56**

Open Period: **11 August 2017 to 31 August 2017** ***(This is a 20 day announcement)***

Open Areas of Consideration: **Nationwide**
This vacancy announcement is open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard.

Appointment Factors: **Open to SSgt/E-5 NTE TSgt/E-6**

Position Information:
Title: Air Transportation
Grade: TSgt/E-6
DAFSC: 2T271
Position #/s: (0148) 009611030J
Unit/Duty Location: 149 LRS, JBSA Lackland, San Antonio, TX
Funding Availability: AGR Funded effective 01-Oct-17

Concurrently Advertised: **N/A**

SUMMARY

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.

Duties and Responsibilities:

- Supports the Department of Defense's capability to move passengers and air cargo worldwide. Plans, organizes, directs, coordinates, and controls air transportation activities. Determines and justify 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. Inspects airlift activities for compliance and recommends corrective action. Conducts personnel and equipment management surveys, and provides technical assistance as required. Enforces safety, quality control, and security measures.
- Offers customer 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 tariff rates, collects fares, and accounts for documents and monies. Use automated systems to provide in-transit visibility and to document passenger movement operations. Develops procedures for handling special category passengers.
- 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 aircraft allowable 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. Packs cargo parachutes, rigs airdrop platforms, and loads aircraft performing aerial delivery tactics. Uses automated systems to provide in-transit visibility and to document cargo movement operations. Determines and implements necessary safety and security precautions for handling and storing hazardous materials, special cargo, mail, and baggage.
- Performs air terminal operations and fleet service functions. Prepares, completes, and maintains air movement records, documents, and reports. Selects load, prepares load plans, and computes aircraft center of balance. Plans and manages fleet service activities to provide cleaning, lavatory servicing, and meal delivery on aircraft. Completes actions to requisition, store, and issue expendable and nonexpendable items for use on aircraft.

QUALIFICATION REQUIREMENTS

- ***Trainees Accepted.*** **Dual ASVAB score required for retraining into 2T2X1: M=47 & A=28 / Strength Aptitude Code=J, 60lbs**
- Knowledge. Passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material 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 methods and equipment.
- 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*.
- 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*.

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. **Required**: **NGB Form 34-1**, ***Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013***; *previous versions are obsolete.* Announcement number & position title must be annotated on the form. **(i.e. "AGR-17-XX")**
2. **Required**: **Current Report of Individual Person (RIP), within the last 30 days.** For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx (RIP must show your ASVAB scores and awarded AFSCs). RIPs must be no more than *30* calendar days old.
3. **Required**: **Current Report of Individual Fitness Assessment, within the last 12 months.** Selectee *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.
4. **Required**, *if applicable*: A signed memo to willingly take a demotion; for enlisted members, higher ranking to the appointment factors.
5. **Optional:** DD214s, EPRs/OPRs, Resume, letters of recommendation
6. **Optional:** Current Preventative Health Assessment (PHA)/physical qualification status:
   - 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.
   - Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: ***ng.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, emailed with the proper naming convention of Last Name-Announcement number **(i.e. Last Name-AGR-17-XX)** in the subject line. 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 (see 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 requirements, 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 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-17-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.