

# Georgia National Guard



HUMAN RESOURCES OFFICE - AGR  
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## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **AW 2024-059B** OPEN DATE: **11 September 2024** CLOSING DATE: **10 October 2024**

POSITION: **AIR TRANSPORTATION SUPERINTENDENT**  
**(TERM APPOINTMENT, NTE 4 YEARS)**

UNIT / LOCATION: **165TH LOGISTICS READINESS SQUADRON**  
**GARDEN CITY, GA**

AFSC: 2T291 (Qualification in and possession of AFSC 2T291)  
MINIMUM MILITARY GRADE: MSgt (P)  
MAXIMUM MILITARY GRADE: SMSgt  
GRADE: A:35  
ASVAB: 0110255634  
POSITION NUMBER: 0110255634

AREA OF CONSIDERATION:

NATIONWIDE  STATEWIDE  UNIT ONLY

THIS ANNOUNCEMENT IS OPEN TO ALL MEMBERS ELIGIBLE TO JOIN THE GEORGIA AIR NATIONAL GUARD (GA ANG). MEMBERS OF THE GA ANG, USAF (CURRENT AND FORMER), ANG AND USAFR ARE WELCOME TO APPLY.

**SPECIAL NOTES:**

NOTE I: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.

NOTE II: THIS POSITION IS A ONE TIME OCCASIONAL TOUR (OTOT) AS THE AGR INCUMBENT HAS ENTERED AN ANG TITLE 10 STATUTORY TOUR AND HAS USERRA RIGHTS NTE 5 YEARS PER ANGI 36-101 PARA 2.8.3.1.

**All applicants must scan & submit the following documents in ONE PDF file in the order listed below via email:**

- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)(Dated – 11 Nov 13)**
  - o Announcement number and position title must be annotated on the form. This document must be signed.
  - o Be sure to correctly annotate the announcement number and position title on the NGB 34-1 application.
- Report of Individual Personnel (RIP)(Must Be Dated Within the Last 30 Days)**
  - o RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
  - o Select Record Review and Print/View All Pages.
- Report of Individual Fitness (Must Be Current)**
  - o Print from the myFitness application (myFSS). Test next due date must be current.
  - o Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- Last 3 Evaluation Performance Reports or Letter of Evaluation**
  - o This document must be complete and signed.
  - o **Applicants unable to provide 3 evaluations must submit a signed AF77 Letter of Evaluation with a detailed justification of the missing evaluations. Must be signed by supervisor. Current A1C and below N/A.**
- Enlisted Brief or Active Duty Enlisted CDB (Must Be Dated Within the Last 30 Days)**
  - o Current Active Duty members only. This document can be obtained from the AF Portal.
- DD 214 (Certificate of Release or Discharge from Active Duty)**
  - o Former members only.

THE GEORGIA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

### BRIEF DESCRIPTION OF DUTIES

This position is in 165th Logistics Readiness Squadron, Garden City, GA, and located in the Air Transportation Function of the Deployment and Distribution Flight. The purpose of this position is to manage workers and programs, either directly or through one or more subordinate leaders and/or supervisors in accomplishing the operations of distinct organizational unit and to perform associated nonsupervisory work.

### KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

- A. Knowledge as D Flight Chief managing the Deployment and Distribution Flight personnel and administrative requirements of an Enlisted Leader. Advises LRS Commander on traffic management, ground transportation, logistics plans and integration, and air transportation operations, compliance, flight force management and programs.
- B. Ability to manage air transportation budget, including aerial delivery program, supplies, equipment, and vehicles.
- C. Skilled in rigging and preparing unilateral airdrop training loads to include type V or other airdrop platforms.
- D. Ability to collaborate with outside agencies (NGB, Other Wings, etc.) and base agencies (165 AMXS, 158 AS, CRTG) for ATF scheduling and operational support.
- E. Ability to formulate and manage long range and immediate plans and programs (60K Operator, Night Vision Goggles, etc.) relative to all Air Transportation functions and activities.
- F. Ability to plan, direct, and organize work assignments for lower grade personnel; able to review work requirements, estimate material and manpower needed for specific jobs, explain manuals and work procedures, forecast leave/time-off, and establish priorities to meet deadlines.
- G. Knowledge of various lines of work performed within the Air Transportation section, specifically of shop processes and general supervisory concepts.
- H. Ability to adapt existing equipment and techniques to new situations; able to research information, prepare production records, work records and reports.
- I. Knowledge of passenger and cargo movement functions, specifically 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 techniques and equipment.
- J. Skilled in performing airdrop inspections with focus on dimensions of rigged airdrop loads IAW 135C (Parachute Cargo Repack Manual) and 13C7 (Rigging Loads for Special Operations).
- K. Ability to inspect airlift activities for compliance, safety, quality control, and security measures and recommend and enforce corrective action; able to conduct personnel and equipment management surveys, and provide technical assistance as required.
- L. Skill in completing and maintaining air movement records, documents, and reports; skillfully prepares load plans, and computes aircraft center of balance. Completes actions to requisition, store, and issue expendable and nonexpendable items for use on aircraft.
- M. Ability to establish procedures to process, load, document, and report passengers and cargo transported by air, including paratroops and cargo moved using aerial delivery methods; able to verify eligible cargo offered for airlift to ensure all cargo documentation, packaging, labeling, and marking requirements, and border clearance requirements have been met.
- N. Knowledge of 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; knowledge of the process of packing cargo parachutes, rigging airdrop platforms, and loading aircraft performing aerial delivery tactics.

### AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

**This vacancy announcement will be for an OTOT NTE 4 years until such time the AGR incumbent is restored to the position from the ANG Title 10 Statutory Tour or the restoration period expires. Subsequent tours will be decided upon the restoration period of the AGR incumbent.** The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to **AFSC: 2T291 at 165th Logistics Readiness Squadron, Garden City GA**. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only) the selected

applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

## QUALIFICATION REQUIREMENTS

- This opportunity is available to current members of the Active, Reserve, and Guard components of the United States Air Force. All applications will be accepted; however, first consideration will be given to Category I.
- Applicants are assessed into Category I or II:
  - Category I – All applicants currently possessing the required Rank and AFSC/Skill Level requirements stated above.
  - Category II – All other applicants who do not possess the required AFSC/Skill Level requirements, but meet the Rank requirements and the basic AFSC entry requirements IAW ANGI 36-101, the Air Force Officer Classification Directory (AFOCD) or the Air Force Enlisted Classification Directory (AFECD) Attachment 4. Category II applicants are forwarded to the selecting official on request when a selection is not made from the Category I Register.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

## OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Member must have sufficient retainability to obtain 20 years of Active Federal Service for retirement purposes. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete a Statement of Understanding.
- Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded.
- Security Clearance - if a Top-Secret security clearance is not held by the member selected for assignment that requires access to top secret information, the member must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.
- AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.
- IAW ANGI 36-101, AGR Program para 5.7, To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. **Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.**

## IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION READ ALL BULLETS CAREFULLY FOR PROPER SUBMITTAL

- **Scan full application in one PDF file in the order listed on page one (.pdf file format only). Separate files/zip file/PDF portfolios/PDF attachment section will not be accepted.**
- **Incomplete application packages (i.e. not within full announcement requirements, failure to explain “yes” answers in Section IV on the NGB 34-1, missing or expired documents) will not be processed for board consideration.**
  - **Applications not sent to all recipients below by the closeout date will not be accepted for full consideration.**
- Submit full application with the following **file name**: Vacancy Announcement Number Full Name
  - (Example only: ACW 001-2015 Jane S. Doe).
- Place **only** the following information in the **subject line** of your email: Vacancy Announcement Number / Full Name
  - (Example only: ACW 001-2015 / Jane S. Doe).
- Hard-copy and faxed applications will not be accepted.
- Applications must be typed or printed in legible dark ink. Sign and date the NGB 34-1 application.
- Applicants who submit their signed fitness score card **MUST** also submit their full myFitness history as per above.
- Applicants must furnish the required documentation as specified in the announcement. If vMPF/MILPDS RIP or current Branch equivalent document doesn't provide the correct data to qualify for the announcement (ie. SEI, AFSC or Education/PME requirement), please submit a completed AF2096, degree awarded transcript or PME certificate in the application annotating qualification. If required information is not provided, consideration will not be given in the qualification process. Optional documents not specified above can be included for consideration. Additional documents will not be received by our office **AFTER** the closing date of the announcement.
- Memorandum for Record (MFR) will only be accepted for applicants annotating being separated from the military for Nationwide announcements and providing justification of being unable to provide all required documents.

- Applicants unable to provide 3 evaluations due to any reason (ie. due to date joining the military, rank prevents having 3, missing eval due to admin reasons etc.) must provide the specific reasoning on 1 AF77 Letter of Evaluation as annotated above. Part I must be completed, the justification must be placed in Part IV “comments” section and member’s supervisor must sign in Part V. A MFR or not submitting evaluations will not suffice for meeting the evaluations requirement. (Example: If member doesn’t have any evaluations or has only 1 or 2 required evaluations to submit, then 1 AF77 must be completed/signed with the justification of why the member can’t submit any or only 1 or 2).
- **A confirmation email will be sent from our office upon receiving your application. Please allow up to 5 business days for the HR Staff to contact you once your application has been submitted. If you are submitting your application less than 5 business days from the announcement closeout date, please follow up after 24 hours AFTER submittal if a confirmation email has not been sent.**

**PLEASE FOLLOW COMPLETE INSTRUCTIONS ANNOTATED ON THE FULL JOB ANNOUNCEMENT**

**Email applications to:** [tarisha.wynn@us.af.mil](mailto:tarisha.wynn@us.af.mil), [165.AW.HRO.Org@us.af.mil](mailto:165.AW.HRO.Org@us.af.mil) AND [lakeisha.mitchell@us.af.mil](mailto:lakeisha.mitchell@us.af.mil)

**Applications must be received by midnight on the closing date.**