

# Georgia National Guard



HUMAN RESOURCES OFFICE - AGR  
1000 Halsey Avenue, Bldg 447  
Marietta, GA 30060  
Telephone: 678-569-5714 / 678-569-5723

## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER: AW 2023-054</b>		<b>OPEN DATE: 21 SEP 2023</b>		<b>CLOSING DATE: 4 OCT 2023</b>	
<b>POSITION:</b>		<b>TRAFFIC MANAGEMENT OPERATIONS</b>			
<b>UNIT / LOCATION:</b>		<b>165TH LOGISTICS READINESS SQUADRON GARDEN CITY, GA</b>			
<b>AFSC:</b>	2T071 (Qualification in and possession of AFSC 2T071)				
<b>MINIMUM MILITARY GRADE:</b>	TSGT (P)				
<b>MAXIMUM MILITARY GRADE:</b>	MSGT				
<b>ASVAB:</b>	A:35				
<b>POSITION NUMBER:</b>	0110255434				
<b>AREA OF CONSIDERATION:</b>					
NATIONWIDE <input type="checkbox"/> STATEWIDE <input type="checkbox"/> UNIT ONLY <input checked="" type="checkbox"/>					
THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT AGR MEMBERS ASSIGNED TO THE 165TH LOGISTICS READINESS SQUADRON.					
<b>SPECIAL NOTES:</b>					
NOTE I: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.					
NOTE II: SELECTEE WILL BE REQUIRED TO BRING THEIR OWN AGR RESOURCE.					

All applicants must scan & submit the following documents in ONE 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.
- 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**
  - 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 USAF members only.

OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES.

## BRIEF DESCRIPTION OF DUTIES

This position is located in the Distribution Section of the Deployment and Distribution Flight, Logistics Readiness Squadron. The purpose of this position is to serve as a Distribution Traffic Management Specialist, which provides technical expertise, support and execution relating to the movement of equipment, supplies, and personnel for both peacetime and wartime. Manages, directs, develops, plans, and analyzes Deployment and Distribution programs.

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

- A. Knowledge of federal 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, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.
- B. Skill in preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DoD personnel.
- C. Ability to plan and organizes traffic management activities; receive and package items for shipment or storage; prepare budget estimates for materials and equipment; inspect items for identity, quantity, and condition; segregate items requiring special handling; consider cost and special handling requirements when selecting preservation and packing material; certify hazardous cargo to be moved by surface and air; advise on procurement and distribution actions; ensure convoy, hazardous, or oversized permits are required before movement.
- D. Skill in directing traffic management activities; identifying, marking, and labeling cargo and personal property for shipment or storage; inspecting shipments to determine condition; verifying carrier service; initiating discrepancy reports; determining work priority; monitoring preservation, packaging, and handling of cargo and personal property being shipped or stored; selecting and arranging travel routes for individuals and groups; verifying commercial travel office routing and fares; resolving administrative and operational problems and authorizing deviation from procedures.
- E. Ability to counsel personnel and eligible dependents on passenger and personal property movements; review official travel orders and determines transportation entitlements.
- F. Ability to use carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property; arrange shipment and storage of personal property; make cost comparisons between various modes of transportation, and between government and commercial storage facilities; validate need and usage of temporary storage; monitor equipment availability, service to required destinations under current operating rights, shipping status, condition of household goods packing, and local drayage contracts.
- G. Knowledge of classifying and arranging cargo for movement; determining and scheduling proper carrier equipment for loading and unloading; converting military nomenclature to commercial freight classification; determining weight of commodities to be shipped; consolidating and routing shipments; developing and maintaining data reference files; determining cargo priority, and scheduling movement accordingly; coordinating pickup and delivery of cargo shipments; coordinating with base activities to control flow of inbound and outbound cargo.
- H. Knowledge of maintaining and issuing transportation documents; preparing passenger related travel documents; processing pay adjustment vouchers for cost charge travel, and issues service and purchase orders; computing and documenting excess transportation costs; preparing re-weighs and loss and damage reports; compiling data for comparison with other shipment modes; prepares personal property shipment applications; establishing and maintaining personal property case files, rate printouts, basic agreements, carrier tenders of service, accountable document registers, and military or carrier tariffs for household goods movements.
- I. Ability to process contractor invoices and verify services performed; prepare shipment discrepancy reports; convert commercial documents to government bills of lading; issue diversion and re-consignment certificates.
- J. Ability to operate and maintain material handling equipment, such as forklifts and pallet and hand-trucks. Operates equipment including machines that weigh, band, staple, tape, and seal. Operates woodworking equipment. Operates automated data processing equipment to prepare, transmit, and receive transportation transaction data.

## AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. 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: 2T071 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 AFSC/Skill Level and Rank requirements stated above or TSgt and below rank announcements with no specified skill level (must meet rank/AFECDD requirements).
  - Category II – All other applicants who do not possess the required AFSC and skill level, 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 (AFECDD) 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.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- **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.**

### IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1, missing or expired documents) will not be processed for board consideration.
- Applicants must furnish the required documentation as specified in the announcement. If required information is not provided, consideration will not be given in the qualification process.
- Scan documents as one file in the order listed on page one (.pdf file format only).
- Limit file size to less than 3MB (1MB or less is ideal).
- **Place only the following information in the subject line of your email: Announcement Number / Full Name (Example: ACW 001-2015 / Jane S. Doe).**
- Hard-copy and faxed applications will not be accepted.
- 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 uploaded.

Email applications to: [tyisha.mcnutt@us.af.mil](mailto:tyisha.mcnutt@us.af.mil), [nicholas.coney@us.af.mil](mailto:nicholas.coney@us.af.mil) AND  
[165.AW.HRO.ORG@us.af.mil](mailto:165.AW.HRO.ORG@us.af.mil)

Applications must be received by midnight on the closing date.