

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NW 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-17-015

Closing Date: 24 August 2017

Position Title: Air Cargo Specialist

Location: 155th ARW/LRS, Lincoln, NE

Military Grade Range: Minimum MSgt/E-7 - Maximum SMSgt/E-8. Current UMD supports a maximum rank of MSgt/E-7 and promotion to SMSgt/E-8 or above will be contingent upon UMD position availability and controlled grade availability.

Military Requirements: Designated assignment for this position is 2T2X1. Current on-board AGR applicants must possess a SECRET or higher Security Clearance. All other must be able to obtain and maintain a SECRET Security Clearance. Applicants must have a mechanical score of 47, an administrative score of 28, x-factor weight lift score of J and PULHES physical profile of 333123.

Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.

Area of Consideration: All Current Members of the Nebraska Air National Guard and those eligible to become members in the grade of MSgt/E-7 to SMSgt/E-8 with a current or former 2T2X1 AFSC may submit an application for this position.

Area 1 – AFSC Qualified

Area 2 – Non AFSC Qualified

General Requirements: 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.

Summary of Duties: 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. 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. 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. 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. 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.

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AF-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ____ (Initials)

___ Yes ___ No 2. **Records review RIP / SURF Sheet** ___(Initials)

___ Yes ___ No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR)**, or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. ___(Initials)

___ Yes ___ No 4. **Current Point Credit Summary** - Applies to Reserve Component Only ___(Initials)

___ Yes ___ No 5. **Current Flying History Report** (if applicable) ___(Initials)

___ Yes ___ No 6. **AF 422 or AF 1042** (showing current physical PULHES) and PHA within 12 months ___(Initials)

___ Yes ___ No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History**
Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. ___(Initials)

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.