

***** Applications MUST be emailed to the HRO email *****
ng.ar.ararnng.mbx.hro-agr-applications@army.mil

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600**

<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 22-184A

OPENING DATE: 20 September 2022

CLOSING DATE: 04 October 2022

POSITION TITLE: Air Cargo Supervisor

MILITARY GRADE REQUIREMENTS: (Onboard AGR) Enlisted, SMSgt/E-8 not to exceed CMSgt/E-9 (pending controlled grade availability)

LOCATION: 189th Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard

NOMINATING OFFICIAL: Capt Heather Baxter

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All onboard members of the 189th AW that possess the applicable Air Force Specialty Code (AFSC) or those that meet requirements for entry into AFSC. In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess AFSC 2T2XX. Applicant must meet Body Composition and Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 36-2905. Prior to induction into AGR Program, selectee must meet all required medical standards in AFI 48-123 and AFI 48-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189th AG, and assigned to a compatible military position in AFSC 2T2XX.

SUMMARY OF DUTIES: 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 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. 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.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is:

ng.ar.ararng.mbx.hro-agr-applications@army.mil Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number - Status

Example: TSgt Last name, First name 22-084A – Active Duty, or AGR, or Technician, or DSG

Limit file size to 3 MB (1MB or less is ideal), failure to do so may result in your attachment being stripped from the email or rejected. (Downsize instructions – With PDF open – click file – save as other – reduced size PDF – click OK – click save – click yes)

Documents must be in one PDF file in the order listed below:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants system generated name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF, select drop down and ensure headers and footers is selected). Screen prints will not be accepted.
- 4. Current ANG Fitness Tracker with history (Must be Fitness Tracker, no other report will be accepted)** – Tracker must be no more than 30 days old. Official PDF copy from myFitness database must have applicants system generated name/date on it. Must reflect current passing fitness results within 12 months, 6 months if below 90, and fitness history. Screen prints will not be accepted. Exemptions without proper medical documentation or an approved ETP will result in disqualification. (Once logged into myFitness - select fitness tracker report - select printable view - right click, select print, destination should read “save as PDF”, select save)
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable, failure to submit with application may result in disqualification.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.