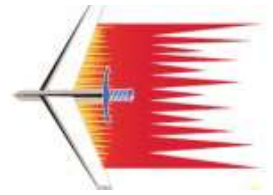




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2025-10

Open: 06-Nov-24 Closes: 20-Nov-24

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
AIR CARGO SPECIALIST	2T271	TSGT/E6	0110145834

ADVERTISE: Current NCANG On Board Technicians Only

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 145th Logistics Readiness Squadron 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
CMSgt Raymond E Graves	raymond.graves.1@us.af.mil	704-391-4138	231-4138

DUTIES AND RESPONSIBILITIES

- (1) Establish and maintains the installation Space Available air travel program. Reviews passenger travel authorizations for validity and accuracy. Checks in passengers, processes, schedules, transports, and escorts passengers to and from the aircraft. Prepares manual and/or automated generated DD Form 2131, Passenger Manifests. Receives and prepares baggage for shipment and inspects hand carried baggage. Conducts anti-hijack briefing to passengers along with additional flight information. Operates, inspects and calibrates passenger terminal and security equipment (i.e., hand held magnetometer and walk thru devices), and secure the sterile holding area. Complies with U.S. Customs, Agriculture, Immigrations, and Foreign Clearance Guide requirements.
- (2) Controls all aircraft cargo space allocated to each mission and is responsible for obtaining maximum utilization on each mission. Plans, selects, sequences, and monitors each aircraft cargo load and initiates and ensures all cargo manifests are prepared. Obtains maximum utilization of space using automated programs such as ICODES. Preplans and computes aircraft load distribution using automated programs, manual methods, and/or other weight and balance computation methods. Initiates and provides load plans using computer assisted programs and manual computation when required. Selects loads based on destination, aircraft center of balance space assignments, cargo compatibility, and other criteria (i.e., movement priority, etc.). Monitors opportune airlift and forecasts in-transit capability on inbound missions that will depart station on the operating day to take advantage of available space to facilitate efficient movement of cargo. Briefs the aircraft commanders on local configurations to include hazardous materials. Delivers and receives documentation to and from aircraft. Prepares and maintains air movement records, reports, and documentation required within the Defense Transportation System (DTS).
- (3) Inspects cargo received for airlift to verify eligibility and ensures proper documentation, packaging, and marking in accordance with applicable DOD directives. Assembles and palletizes break bulk loads. Sequences aircraft loads, loads/offloads aircraft at air terminals, contingency areas, and other locations for airlift. Transports loads to and from aircraft and staging areas. Loads and offloads aircraft using 463L MHE such as K-Loaders, 10K standard and 10K A/T forklifts and other types of equipment. Performs daily operator inspections of all Air Terminal MHE. Follows prescribed loading and safety procedures, calculates load restraints and secures cargo with appropriate devices and equipment. Performs joint inspections (JI) of cargo and vehicles prior to manifesting and loading of items for air shipment. Checks cargo against manifests and annotates overages, shortages, or damage.
- (4) Formulates, implements, and documents programs to train Wing augmentation in support of Wing air transportation deployment functions to ensure effective and efficient operations of installation deployment processes. As a minimum, develops deployment lesson plans for the following areas: Material Handling Equipment (MHE) such as K-Loaders and forklifts, Load Planning Overview, Cargo Preparation/Pallet Build Up, Ramp Coordinator, Cargo Deployment Function work-centers (i.e., In-Check, Cargo Marshalling Yard, Joint Inspection, Hazardous Cargo Handlers, Explosives Safety, Quality Control, and Load Teams) and the transportation portion of the Passenger Deployment Function. Coordinates with Traffic Management and deploying units requiring hazardous material technical specialist training.
- (5) Serves as the wing focal point for 463L pallet and net management. Ensures accountability and required reports are submitted to NGB. Conducts periodical inspections to ensure serviceability of on hand pallets and nets within the wing.
- (6) Ensures items offered for transport by air meet proper specifications to maximize safety and security of the aircraft, aircrew, cargo and passengers. Plans, schedules, and trains Air Transportation Operations Element Drill Status Guardsmen on the inspection and operations of aircraft loading equipment; mobility/contingency functions (i.e., load planning, pallet buildup, cargo courier responsibility and hazardous cargo preparation); and all core Career Field Education and Training Plan tasks.

(7) Monitors and administrates data systems, within the technical and functional parameters and standards established by USTRANSCOM and in coordination with the Assistant Under Secretary of Defense for Transportation Policy, to integrate DOD transportation information worldwide and provide transportation and In-Transit Visibility (ITV) data for commanders at all levels. Utilizes automated systems, such as the Global Transportation Network (GTN), Cargo Movement Operation System (CMOS), Global Air Transportation Execution System (GATES), Global Decision Support System (GDSS), and Single Mobility System (SMS) for In-Transit Visibility.

(8) Provides sound advice and technical expertise on air transportation issues to the Installation Deployment Officer, all Squadron, Group, and Wing commanders. Makes appropriate recommendations and implements changes within the element and associated processes. Provides hands-on training and classroom instruction for other service components in the area of load planning different airframes for unit deployments. Conducts briefings on explosive, ground, and flight line safety. Wing focal point for requesting Opportune Airlift/Special Assignment Airlift Missions (SAAM) and identifying limiting factors to higher headquarters.

(9) Analyzes operational plans, policies, and procedures for air terminal activities and facilities essential to air passenger and cargo movement processes. Serves as the Wing Commander's focal point for orchestrating daily and long-range utilization of the air terminal to ensure accomplishment of assigned missions as well as maximum support for deployment operations. Develops policies concerned with the establishment and improvement of air terminal operations. Develops goals and objectives that integrate organization and Readiness Flight objectives. Researches, interprets, analyzes, and applies DOD, Air Force, Department of Homeland Security, Federal Aviation Administration (FAA), International Civil Aeronautical Organization (ICAO), and Transportation Security Administration (TSA) rules and directives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for air terminal management and services activities, ensuring that flying missions and/or flight safety is not compromised. Develops procedures to notify proper agencies when an aircraft carrying hazardous cargo is arriving at or departing from the base. Coordinates with explosive safety and other appropriate agencies on areas designated for parking, loading, and servicing of aircraft with explosive/hazardous cargo. Interprets higher headquarters policies and implements actions of the air terminal management function within the Readiness Flight. Coordinates on development and application of base-wide air terminal operation plans supporting wartime operations, contingencies, natural disasters, and incidents on/off base.

(10) Performs other additional duties as assigned.

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: SSGT/E5 - TSGT/E6

--Knowledge of Air Terminal Operations Center (ATOC) functions and operation sufficient to plan, coordinate, facilitate, and expedite on-time movement of air cargo in accordance with applicable rules and regulations. Must maintain load planning qualification currency to plan and compute load distribution using automated programs, manual methods, and/or other weight and balance computation methods. JAI and JI qualifications/currency to identify through prescribed inspection processes problems to eliminate malfunctions that may affect the safety of aircraft/crew, to ensure a safe and proper drop of load from aircraft, and to insure items offered/accepted for transport by air meet proper specifications. School qualifications/currency as a rigger/parachute packer knowledgeable of proper rigging procedures and ability to rig loads for airdrop to include preparation/packing, and repair of parachutes utilized for these drops. Special handling currency qualifications and competency to handle, process, and ensure compatibility of hazardous materials being transported on aircraft. --Skill and ability to train traditional guard personnel in all aerial port functions.

--Ability to select and assemble aircraft loads, and to load and offload aircraft.

--Ability to operate a variety of materials handling equipment (MHE) utilized in moving cargo within the air terminal and to transport cargo to and from the aircraft (i.e., 4-10K forklifts, 25-60K aircraft loaders, etc.).

--Must have knowledge of and ability to perform fleet service responsibilities.

--Knowledge of procedures and regulations governing processing and eligibility of passengers traveling on government owned/sponsored aircraft.

--Knowledge of proper safety practices to perform all aerial port responsibilities in a safe manner and safety of flight and aircrew.

--Knowledge of aircraft design, configuration, and limitations, obtains maximum utilization of space using automated programs such as Integrated Computerized Deployment System (ICODES).

SPECIAL CONSIDERATIONS

--Work assignments require moderate to heavy physical effort. Employees frequently lift, carry, push, or otherwise handle items weighing up to 50 pounds. Frequently handles items weighing more than 50 pounds, but assistance is usually available with heavy items. Frequent standing, walking, bending, crouching, reaching, and stooping is required. Climbing and working in high places is required.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. 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.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [myFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory
7. For Commissioning opportunities, include your AFOQT scores

EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.