

# Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

<b>Announcement Number:</b>	<b>14-007 (This is being advertised concurrently with Technician Announcement Number: HRO ANG 13-2057)</b>
<b>Date of announcement:</b>	<b>6 November 2013</b>
<b>Closing Date:</b>	<b>26 November 2013</b> (All applications must be received before 1600 on the closing date)
<b>Start Date No Later Than:</b>	N/A
<b>Position Description &amp; #:</b>	Traffic Management Specialist #(0992231)
<b>Duty Location:</b>	Reno, NV
<b>Unit:</b>	152d Logistics Readiness Squadron
<b>Area of Consideration:</b>	<b>Statewide*; Current on board AGRs of the Nevada Air National Guard</b>
<b>Grade:</b>	Enlisted, Min E-7/MSgt -Max E-8/SMSgt
<b>AFSC:</b>	2T091 Required. Must currently hold 2T091 to apply.
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	1SG Anderson (775) 887-7391/DSN 530-7391 <a href="mailto:troy.h.anderson.mil@mail.mil">troy.h.anderson.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	Maj Cruze (775) 788-4771 /DSN 682-4771 <a href="mailto:shaun.cruze.1@us.af.mil">shaun.cruze.1@us.af.mil</a>
<b>NOTE: *Only current on board AGRs of the Nevada Air National Guard may apply.</b>	
<b>This is being advertised concurrently with Technician Announcement Number: HRO ANG 13-2057</b>	

**14-007**

**HOW TO APPLY:**

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) [http://www.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Physical:
  - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
  - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
  - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
  - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: \_\_\_\_\_  
(Applicants will be contacted by email or phone for interviews)

**Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.**

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

**Nevada Military Department**

**ATTN: HRO AGR Branch NGNV-HR-AG**

**2460 Fairview Drive, Carson City Nevada 89701-5502**

**All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Major duties:** Operations, practices and policies of the organization's functional or program activities, such as military deployments, official travel, production, or supply is used to develop, integrate and coordinate transportation plans and programs. Focal point for transportation requirements for all the areas serviced and develops and monitors a program that meets transportation needs. Responsible for planning and carrying out the work, resolving conflicts, integration and coordination the work with other functions and programs as necessary and interpreting policy and regulations in terms of established objectives. Responsible for supervising of subordinate of employees, implements provisions of personnel management, such as equal employment opportunity program, merit promotion, career development, performance appraisals and counseling appraisals.

**Duties and Responsibilities:**

- 2.1. Plans and organizes traffic management activities. Receives and packages items for shipment or storage. Prepares budget estimates for materials and equipment. Inspects items for identity, quantity, and condition. Segregates items requiring special handling. Considers cost and special handling requirements when selecting preservation and packing material. Certifies hazardous cargo to be moved by surface and air. Advises on procurement and distribution actions. Ensures convoy, hazardous, or oversized permits are required before movement.
- 2.2. Directs traffic management activities. Identifies, marks, and labels cargo and personal property for shipment or storage. Inspects shipments to determine condition. Verifies carrier service. Initiates discrepancy reports. Determines work priority. Monitors preservation, packaging and handling of cargo and personal property being shipped or stored. Selects and arranges travel routes for individuals and groups. Verifies commercial travel office routing and fares. Resolves administrative and operational problems and authorizes deviation from procedures.
- 2.3. Counsels personnel and eligible dependents on passenger and personal property movements. Reviews official travel orders and determines transportation entitlements.
- 2.4. Uses carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property. Arranges shipment and storage of personal property. Makes cost comparisons between various modes of transportation, and between government and commercial storage facilities. Validates need for and use of temporary storage. Monitors equipment availability, service to required destinations under current operating rights, shipping status, condition of household goods packing, and local drayage contracts.
- 2.5. Classifies and arranges cargo for movement. Determines and schedules proper carrier equipment for loading and unloading. Converts military nomenclature to commercial freight classification. Determines weight of commodities to be shipped. Consolidates and routes shipments. Develops and maintains data reference files. Determines cargo priority, and schedules movement accordingly. Coordinates pickup and delivery of cargo shipments. Coordinates

with base activities to control flow of inbound and outbound cargo. Provides transportation data and support to contracting.

2.6. Maintains and issues transportation documents. Prepares passenger related travel documents. Processes pay adjustment vouchers for cost charge travel, and issues service and purchase orders. Computes and documents excess transportation costs. Prepares re-weighs and loss and damage reports. Compiles data for comparison with other shipment modes. Prepares personal property shipment applications. Establishes and maintains personal property case files, rate printouts, basic agreements, carrier tenders of service, accountable document registers, and military or carrier tariffs for household goods movements. Processes contractor invoices and verifies services performed. Prepares shipment discrepancy reports. Converts commercial documents to government bills of lading. Issues diversion and reconsignment certificates.

2.7. Operates and maintains 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.

#### **AFSC QUALIFICATION REQUIREMENTS:**

**2T091 Required. Must currently hold 2T091 to apply.**

#### **ADDITIONAL REQUIREMENTS:**

##### **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory 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; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

3.2. Education. For entry into this specialty, completion of high school with a basic computer course and a course in typing is desirable.

#### **MINIMUM ELIGIBILITY CRITERIA:**

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

#### **THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.