



District of Columbia Air National Guard

AGR Announcement

20-340



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 12 January 2020</p>	<p>CLOSING DATE: 12 February 2020</p>
<p>Position Location: 113th Logistics Readiness Squadron Joint Base Andrews, MD</p>	<p>Position Title: Traffic Management Specialist Max Grade: SSgt (E5) Min Grade: SrA (E4) Must be AFSC: 2T0XX</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>INSTRUCTIONS FOR APPLYING:</p>		
<p>This office will NOT accept mailed applications. You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.</p>		
<p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p>		
<ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpdcc.ngb.army.mil/ngbforms/ 2.) Copies of last three EPRs / five OPRs. 3.) Resume (<i>any format</i>). 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current Passing Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. 		
<p>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A Email subject will be in the same format.</p>		
<p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p>		
<p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		
<p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdcc.ngb.army.mil/publications.htm</p>		



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 20-340

Position: Traffic Management Specialist

Brief Description of Duties: Performs and manages traffic management activities. Uses military and commercial transportation to move personnel, eligible dependents, materiel, and property. Packages, classifies, and arranges personal property and cargo for shipment or storage. Plans, organizes, and directs traffic management activities. Maintains and issues transportation documents. Prepares budget estimates for materials, equipment, and transportation services. Provides advice on transportation solutions to contracting officials, procurement of personnel, and to mobility planners. Reviews Foreign Clearance Guide, consignment instructions, Transportation Facilities Guide, and applicable guidance to ensure personal property, DoD materiel, and passengers comply. Verifies carrier/contractor performance. Initiates discrepancy reports. Determines work priority. Resolves administrative and operational problems and authorizes deviation from procedures. Reconciles carrier/vendor invoices for payment of transportation services. Utilizes appropriate logistics systems to prepare, transmit, and receive transportation transaction data. Executes traffic management activities to support mobility operations both at home station and deployed locations.

Personal Property: Counsels personnel and eligible dependents on personal property movements. Reviews official travel orders and determines transportation entitlements. Uses carrier tariffs and rates to determine mode and cost of transportation to move or store personal property. Directs Transportation Service Providers (TSPs) to identify, mark, and label personal property for shipment or storage. Arranges shipment and storage of personal property. Validates need for and use of temporary storage. Observes, documents, and evaluates TSP or contractor performance in moving personal property and ensures compliance with service tenders, tariffs, contract specifications, and Government regulations.

Cargo: Receives items for shipment or storage. Segregates items requiring special handling. Determines cargo priority, validates transportation funding, and schedules movement accordingly. Preserves, packs, marks, and labels materiel. Packaging includes blocking and bracing materiel on TSP's equipment to include munitions. Determines characteristics of commodities to be shipped. Construct and fabricate containers for freight shipment. Operates woodworking equipment and other equipment including machines that weigh, band, staple, tape, and seal. Classifies cargo and uses best value considerations to determine mode and method for transportation of materiel. Identifies, marks, and labels cargo for shipment or storage. Certifies hazardous cargo to be moved by all modes of transportation. Determines and schedules proper carrier equipment for loading and unloading. Consolidates and routes shipments to include application of required transportation protective services. In checks all Defense Transportation System cargo arriving at the installation into appropriate transportation system of record. Evaluates arriving shipments for over, short, damaged, and astray cargo and initiates appropriate reports and claims. Performs limited inspection of materiel to validate kind, count, condition, and application of required packaging and preservation. Performs receipt of materiel into the appropriate system of record. Coordinates pickup and delivery of materiel. Coordinates with base activities to control flow of inbound and outbound cargo. Operates and maintains material handling equipment such as forklifts, pallet jacks, and hand-trucks.

Passenger Travel: Selects and arranges official travel for individuals and groups. Counsels personnel and eligible dependents on passenger movement. Reviews official travel orders and determines transportation entitlements. Prepares passenger related travel documents. Processes partial and fully unused commercial airline tickets for refund. Verifies commercial travel office routing and fares. Processes pay adjustment authorizations, cash collection vouchers and public vouchers for purchase and services other than personal. Computes government constructive costs. Performs quality assurance of contract Commercial Travel Office performance.

Installation Deployment Readiness Cell (IDRC): Participates in Installation Deployment Process Working

Group (DPWG). Reviews/validates unique installation deployment requirements are addressed in standard base operation procedures and ensures organic transportation capability exists to execute these requirements as needed. Maintains oversight of air terminal operations in support of deployment and redeployment operations. Ensures comprehensive transportation related deployment training is conducted for deployment work center personnel and Unit Deployment Managers. Lead transportation functional POC supporting staffing and operation of Deployment Control Center (DCC). Directs subordinate transportation related deployment functions to include Cargo Deployment Function (CDF) and Personnel Deployment Function (PDF) when DCC is activated. Staffs and operates CDF when activated. Performs all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles. Staffs and operates transportation related positions of the PDF when activated. Performs all actions necessary for monitoring all personnel processing activities to include passenger manifesting, passenger baggage handling, and passenger loading. Arranges passenger airlift for tasked Unit Line Numbers when movement data is provided by the Installation Deployment Officer or designated representatives. May perform supervisory duties. Performs other duties as required.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC Qualified. AFSC: 2T0XX

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SSgt Shailah Florvil, Shailah.Florvil.mil@mail.mil /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925)