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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****174TH ATTACK WING****6001 EAST MOLLOY ROAD****SYRACUSE, NEW YORK 13211-7099** | **ANNOUNCEMENT #:** FY 24-023 |
| **DATE: 30 April 2024** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT: 174th Logistics Readiness Squadron**  | **AFSC:** 2T271**RANK:** TSgt |
| **POSITION TITLE:** Air Transportation  | **AREA OF CONSIDERATION: NATIONWIDE**All members who meet the qualifications for these positions**Anyone Eligible To Join The Air National Guard** |
| **SPECIALTY SUMMARY**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. Provides installation readiness training (cargo preparation, aircraft loading/offloading, hazardous material preparation, passenger processing, etc.) and unilateral aircrew training. |
| **DUTIES AND RESPONSIBILITIES**1. 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. 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.2. 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 tariff rates, collects fares, and accounts for documents and monies. Uses automated systems to provide in transit visibility and to document passenger movement operations. Develops procedures for handling special category passengers.3. 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. 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.4. Performs air terminal operations and fleet service functions. Prepares, completes, and maintains air movement records, documents, and reports. Selects loads, 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. |
| **CLEARANCE**Secret, as a minimum. (SEE REVERSED) |
| **INQUIRIES ABOUT POSITIONS****Please Contact the Recruiting Office @ 315-233-2159 / 315-807-9433 For Qualification and Eligibility Questions.** |