

# ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY

**NEW YORK AIR NATIONAL GUARD**

**ANNOUNCEMENT #:** **FY 24-231**

**106 RESCUE WING  
WESTHAMPTON BEACH, NY 11978**

**DATE:** **17 June 2024**

**CLOSING DATE:** **1 August 2024**

**UNIT:** 106 RESCUE WING / 106 LRS

**AFSC:** 2T200

**POSITION TITLE:**

Small Air Terminal Superintendent

**AREA OF CONSIDERATION:** **NATIONWIDE**

**SPECIALTY SUMMARY**  
AFECD 31OCT23

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. Related DoD Occupational Subgroup: 155300.

**DUTIES AND RESPONSIBILITIES**

- 2.1. 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 justify 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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.

In order to be considered for position you must meet entry requirements for the NY Air National Guard.

- Non Retrain Opportunity (2T3)
- Last 3 EPRs/EPB sent to CMSGT ROMAN

## INQUIRIES ABOUT POSITIONS

**Please Contact Major Hansard @ 631-723-7109 OR**  
**[joel.hansard.1@us.af.mil](mailto:joel.hansard.1@us.af.mil) For Qualification and Eligibility**