

## ENLISTED 2T291 VACANCY ANNOUNCEMENT

<b>NEW YORK AIR NATIONAL GUARD</b> <b>105<sup>th</sup> Airlift Wing</b> <b>Stewart ANGB</b> <b>Newburgh, NY 12550</b>	<b>ANNOUNCEMENT #:</b> FY24-119
	<b>DATE:</b> -XQH2024
	<b>CLOSING DATE</b> <del>XXVW</del> 2024
<b>UNIT:</b> 105 AW/LRS	<b>AFSC:</b> 2T291
<b>MAX AVAILABLE GRADE:</b> CMSgt	<b>AREA OF CONSIDERATION:</b> Nation Wide - Any AFSC may apply. Applicants must be a CMSgt or a promotable SMSgt. This is a Drill Weekend position.
<b>POSITION TITLE:</b> Air Transportation Superintendent	

### Specialty Summary

Superintendents are functional leaders who provide leadership and management in organizing, equipping and training

### QUALIFICATIONS AND SELECTION FACTORS:

Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin. Applicants are subject to review by the Force Support Squadron to ensure mandatory requirements are met as outlined in applicable regulations. Applicants must meet an Interview Board.

#### MINIMUM QUALIFICATIONS (IAW AFECD 31 Oct 2023):

- Qualification in and possession of 2T271 AFSC. Also, experience and general knowledge of air transportation systems and mobility operations to include: hub and spoke dynamics, air transportation organizational constructs, and passenger and cargo movement procedures through the defense transportation system. Note: ARC personnel must have a minimum of two years as a 2T271, proficient in all seven-level tasks (as outlined in CFETP2T2X1), and capable of performing shift supervision roles conducive to assigned rank before award of the 9-skill level.

#### DUTIES AND RESPONSIBILITIES (IAW AFECD 31 Oct 2023):

- 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.

#### **APPLICATION PROCEDURES:**

- \*Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in one (1) PDF Portfolio with titled naming convention as follows VAXX XX LAST FIRST (ex. VA23-01 SMITH JOHN) to include all the following: Interested members will submit:
- - Resume (Military and/or Civilian)
- - Official Biography
- - myFitness Report
- - vMPF RIP (record review – ALL pages)
- - NOTE: Reference Letters are NOT required. If provided, limit to no more than (3)

#### **E-MAIL APPLICATION TO :**

CMSgt Amanda Shafer  
105 LRS Superintendant  
1 Maguire Way Newburgh  
NY 12550  
amanda.shafer.1@us.af.mil

**DISTRIBUTION: 105 AW Commanders and 105 AW Chiefs**