



**Colorado Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #**



**COANG 22-402**

<http://co.ng.mil/JOBS/AGR-Air>

<b>POSITION TITLE:</b> <b>Distribution Superintendent</b>	<b>DAFSC:</b> 2T091	<b>OPEN DATE:</b> <b>15 September 2022</b>	<b>CLOSE DATE:</b> <b>15 October 2022</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>140th Logistics Readiness Squadron Buckley Space Force Base, CO</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E7 Maximum: E8</b>	
<b>SELECTING OFFICIAL:</b> <b>CMSgt Megan Metzger COMM: (720) 847-9750 DSN: 847-9750</b>	<b>(HRO Use Only)</b> <b>010083671 COPEN: 20221001</b>	<b>QUALIFICATION REQUIREMENTS:</b> <b>Must hold 2T071 to apply</b>	

**AREAS OF CONSIDERATION**

**Category A: Fully Qualified Nationwide Applicants (those eligible to transfer to the Colorado ANG)**  
**Nationwide Applicants: Must hold minimum of 7 level in 2T0X1 to apply**

**Category 1B: Current members of the Colorado Air National Guard**

**Category 2B: Current Colorado Air National Guard members on Stat Tour**

**COANG Applicants: Must hold minimum of 7 level in 2T0X1 or a 7 level in ANY AFSC to apply**

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

All applicants should be aware that the Colorado National Guard does not permit smoking in the workplace. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

**Position Requirements:**

1. Position located at Buckley Space Force Base, CO.

**Duties and Responsibilities:**

1. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.

**Additional Position Information:**

1. Serves as the technical transportation advisor to all statewide operating officials on all matters dealing with commercial movement of personnel and equipment. Analyzes and advises on transportation considerations relative to the domestic and international movement of equipment, supplies, and personnel via all commercial transportation modes. Assist in the development of, maintains, and exercises the commercial traffic functions of mobilization plans, as well as training programs for managers and mobilization augmentees on related transportation subjects. Provides input to the Defense Movement Coordinator (DMC), as required, with the preparation of the commercial transportation portions of the Automated Unit Equipment List (AUEL). Analyzes traffic data and characteristics to determine areas of potential improvement and makes recommends for changes to the Traffic Manager; identifies economic and efficient uses of transportation; and projects mission transportation requirements. Obligates and executes funding for the commercial transportation mission.
2. Ensures that traffic management and transportation services required to support the mission are accomplished. This includes services incident to receiving, processing, and dispatching commodity and passenger traffic; to include demurrage charges, drayage and other accessorial services not directly related to line-haul movements. Insures the preparation of Transportation Discrepancy Reports (TDR) and other documents in support of government claims against carriers for freight loss and damage or failure to provide contracted services. Reconciles Commercial Bills of Lading to verify receipt and shipment of equipment and supplies. Makes recommendations for changes in local policies and procedures to support the economical movement of contractually procured materials from vendors. Interprets and enforces Federal, State, and local regulations concerning the movement of hazardous materials and general commodities through various modes of carriage. Monitors and ensures proper handling, packaging, and shipping of arms, ammunition and explosives (AA&E), Controlled Cryptographic Items (CCI), and classified/sensitive items. Safeguards accountable transportation documents, which may include: Government Bills of Lading, Government Transportation Requests, and Uniform Service Meal Tickets.

3. Inspects, or provides for inspection of, commercial carrier terminals to locate and expedite delivery of astray government shipments. Ensures carrier capability complies with government requirements and specifications. Manages the Carrier Performance Program for the state and provides input to the Traffic Manager for the overall program.

4. Procures domestic and international travel for both military and civilian passengers. Reviews the travel arrangements provided by the Travel Services Contractor ensuring that special fares and/or discounts are utilized when feasible. Ensures advance procurement of transportation services to achieve greatest overall cost efficiency and oversees the audit of the Travel Services Contractor for application of appropriate discounts for official travel. Monitors the approved Travel Agent for official travel for quality assurance as an Assistant Contract Officer Representative (ACOR). Advises travelers on entitlements and responsibilities and manages the processing of refunds for unused commercial tickets into the government accounting system. Ensures all travel requests are accompanied by approved travel orders and reconciles billing of requested travel services. Reconciles and validates the monthly billing for commercial air travel Centrally Billed Account (CBA) and submits it for payment.

5. Maintains all transportation related automated systems and databases to support the Traffic Management Programs for the State. (10%)

6. Accomplishes the full spectrum of support for state and Federal National Guard operations, training, readiness missions, natural disasters, and Homeland Defense/Defense Support of Civil Authorities (HLD/DSCA).

7. Performs other related duties as assigned.

## INSTRUCTIONS/INFORMATION FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program</p>	<p>IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD</p>
<p>In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant's total active federal military service (TAFMS) as a factor in hiring. The organizational standard is &gt;8 years for entry as an E7 or O4, &gt;12 years for entry as an E8 or O5, and &gt;16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant's behalf; applicants have no responsibility to seek a waiver to this policy.</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i>. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status</p>	<p>An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.</p>
<p>ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."</p>	<p>This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to 90 days.</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101</p>

## APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

### UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

#### **Required Documents:**

1. NGB Form 34-1, version 20131111 (<https://co.ng.mil/JOBS/AGR-air>)
2. Military Resume (Cover letter optional)
3. Current (within 30 days) 8 page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from MyFSS (must be current as of close date on announcement)
5. 2 Letters of Recommendation- 1 must be from applicant's current supervision chain
6. Last 3 Enlisted Performance Reports (EPRs)
7. Applicants who are NOT a member of the COANG must submit: Job Application Packet (located under Forms tab on the CONG jobs website) <https://co.ng.mil/jobs>

**Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.**

**Application Option 1:** Email applications to: [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil)

**Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within (5) business days, please contact [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil)**

For questions regarding AGR application procedures, please contact the Air AGR Office via email at [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

**The Colorado National Guard is an equal opportunity employer.**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Potential for promotion in the position is contingent upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.