



JOB ANNOUNCEMENT: #23-004

**Open to current members of the Washington Air National Guard and those eligible to join**

**Opening Date:** 5 May 2023

**Closing Date:** Until Filled

**Eligibility:** Nationwide

**Grade Requirements:** E5-E6

**AFSC Requirements:** Logistics AFSC (i.e., 2G0X1, 2T0X1, 2T2X1)

**Position Title:** 10<sup>th</sup> Homeland Response Force – J4 Air Load Plans NCO

**Duty Location:** Fairchild AFB, WA

**Security Clearance:** SECRET

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**Brief Description of Duties:** The Air Load Plans NCO serves as the subject matter expert on Air Load Plans and Air Transportation Operations for the HRF Full-Time Employee (FTE) staff, and is responsible for directing, managing, and facilitating the training and actions necessary to manifest cargo/personnel for successful airlift. Gathers and compiles equipment level-4 detail to support LOGMOD/TCAIMS systems and airlift load planning. Coordinates airlift through NGB and/or supported and supporting activities. Conducts overall management of the 10th HRF regional TPFDD requirements, includes creation, maintenance, and adherence to current FY SEAT inspection requirements. Creates and maintains regional TPFDD data to support JOPES and current NGB OPLAN requirements. Creates air load plans to support potential air load operations in response to a natural disaster and/or during national level exercises. Select air load plans based on destination, aircraft center of balance space assignments, cargo compatibility, and movement priority. Provide technical logistic plans support at staff meetings and working groups conducted at HQ or MAJCOM level. Primary POC for technical assistance and training on the LOGMOD system. Represent the Air Load Planner role at all HRF meetings and attend monthly meetings with NGB J379 TPFDD and air load plans working group. Coordinate air load changes/guidance with NGB. Any additional duties needed to assist the J4 section and the HRF/CERFP to ensure mission success.

## 10<sup>th</sup> HRF - WA

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#### Minimum Qualifications:

- Current members of WA ANG or those eligible to join
- Grade: E5-E6
- Logistics AFSC (i.e., 2G0X1, 2T0X1, 2T2X1)
- Secret Security Clearance
- Rated experience in Logistics, Maintenance, or Supply at Squadron level or higher
- Current passing fitness score
- Meet all administrative and medical hiring requirements for oAGR service
- Proficiency in MS PowerPoint, MS Word, MS Outlook, MS Excel, MS Teams, and MS SharePoint programs

#### Desired Qualifications:

- ICS-100, ICS-200, ICS-700, ICS-800, and HAZMAT Awareness completed by close-out date
- Current resident of Spokane, WA or live within 2-hr drive of Fairchild AFB
- Tangible experience in Domestic Operations (DOMOPS) and/or HRF/CERFP enterprise
- Experience and knowledge with LOGMOD
- Possess both a valid civilian and military driver's license

#### Conditions of Employment:

Applicants must meet all requirements for Full Time National Guard Duty – Active Guard Reserve – Occasional Tour 32 USC 502 (f) (1) & 32 USC 328. Employment is contingent on submission of a complete and accurate Temp AGR packet to HRF Human Resources Office (HRO) and on meeting the requirements for Temp AGR duty with the WA ANG. **Employee will be put on probationary occasional AGR orders. Renewal of orders is not guaranteed and is dependent on availability of funding as well as employee performance.**

**Application Procedures:** Applicants may apply for this position by submitting the following in a *single PDF document*:

- Cover letter
- Resume
- vMPF Personnel RIP
- Full PCARS report
- Most recent fitness scorecard
- At least one letter of recommendation

All applications must be received at the HRF-J1 Air Personnel Manager, NLT 1630 on the closing date. Applications must be in a ***single PDF document*** and emailed to the J1 Air Personnel Manager: MSgt Aaron Reese, aaron.reese.1@us.af.mil.

**10<sup>th</sup> HRF - WA**

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**Position Fill:** All applications received on or before the closing date will be reviewed for completeness and eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. Application packets with missing documents or information will not be considered and will be deemed unqualified for consideration. It is the applicant's responsibility to ensure the application packet and all supporting documents are accurate and complete. You can reach out to the 10th HRF J1 Human Resources Office at (509) 247-7635 or aaron.reese.1@us.af.mil with any questions you may have.

**Equal Employment Opportunity:** This position will be filled without regard to race, color, gender, religion, national origin, or political affiliation.

//SIGNED//

AARON REESE, MSgt, WA ANG

10<sup>th</sup> HRF Air Personnel Manager