



District of Columbia Air National Guard

AGR Announcement

Announcement Number: 12-363



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED ON CLOSING DATE BY: 1500 HRS	OPENING DATE: 20 Sep 2012	CLOSING DATE: 23 Oct 2012
	Position Title, Series, Grade, Salary Range Flight Services Technician (Instr), GS-2185-07, F9389000 Maximum Military Rank: TSgt(1) MSgt (2)	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: 1A671	
Position Location: 201 st AS, DCANG Andrews AFB, Maryland	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	
AREA OF CONSIDERATION: <p style="text-align: center;">Group III (Individuals who possess the necessary qualifications for military membership in the DCANG) AGR Resource Available</p>		
Special Remarks: <p style="text-align: center;">**Cover letter required** (3) positions available</p>		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. HRO will not return or copy applicant's submitted application. Applicant's application must contain current unit assignment, AFSC/SSI, and military grade. <p style="text-align: center;"><u>All submitted documents must be current.</u></p>		
<u>AGR APPLICATION REQUIRED DOUCMENTS:</u>		
1.) NGB34-1, dated Nov 2010, Application for Active Guard/Reserve (AGR) Position with original signature. Ensure all applicable blocks are complete on form (**section IV - attach <u>separate paper</u> fully explaining any yes answers (except 9 & 10). No binders please. 2.) Current Report of Individual Performance (RIP) from vMPF (Please ensure you submit all pages) 3.) DD 214 (if applicable) 4.) Fitness Test (current passing - 75 points or higher within 12 months) 5.) (NEW ITEM)(Separate Paper) Email address; additional point of contact number(s) for member. 6.) KSA's Questions (Knowledge, Skills, and Ability questions must be addressed by element on a <u>separate paper.</u>) 7.) (NEW ITEM) Security Clearance Letter from Unit Security Manager within 30 days.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
AGR Employment Questions: TSgt Angel Love-Shorter, HR Assistant (Mil) at 202-685-9778 or DSN 325-9778, email: angel.love-shorter@us.army.mil ; SFC Ingrid Gardner, HR Assistant (Mil) at 202-685-9767 or DSN 325-9767, email: ingrid.gardner@us.army.mil ; CPT Ryan McBride, AGR Manager at 202-685-9779 or DSN 325-9779, email: ryan.mcbride@us.army.mil .		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, IAW NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Flight Services Technician (Instr), GS-2185-07

Brief Description of Duties:

Serves as a Flight Attendant providing passenger comfort and safety as a member of the flight crew for a heavy, multi-engine military aircraft. Demonstrates and maintains proficiency in emergency equipment use, emergency procedures and egress. Responsible for briefing passengers on emergency procedures and egress. Directs orderly and expeditious evacuation of passengers and crew. Provides emergency first aid as required. Performs pre-flight, through-flight, and post-flight inspections of aircraft emergency, cabin, and galley equipment. Operates aircraft systems and equipment; such as electrical, interphone, doors, and exits. Responsible for cleanliness of aircraft interior. Provides for passenger comfort during aircraft operations. Uses documentation/itineraries to plan the number and types of meals, and coordinates special dietary requirements and/or preferences. Purchases required supplies and prepares foods and beverages for meal service. Stores and preserves food items. Provides cabin service and monitors passengers in flight. Supervises and performs loading and off-loading of passengers and baggage on aircraft. Prepares and validates passenger manifest. Performs passenger and baggage inspections. Supervises loading and unloading of baggage. Prepares and/or confirms crew orders, passenger manifests, and documents including cash collection forms. Provides guidance on foreign clearance requirements, such as immunizations, customs and courtesies, entry and departure procedures and documentation. Prepares aircraft customs clearance forms and assists passengers and crew with individual clearance requirements. Inventories and restocks aircraft supplies and equipment. Manages and coordinates flight attendant duties/responsibilities during missions and acts as the representative for the Aircraft Commander concerning customs, immigration, agriculture, passenger safety, comfort, and cabin discipline. Performs other duties as assigned.

Qualifications Requirements: GS-2185-07

Basic Requirements:

1. Ability to obtain a Class III Physical qualification for aircrew duty is condition of employment and **must pass** Military Flight Physical.
2. Qualification to operate government vehicles according to AFI 24-301, Vehicle Operations.
3. Must maintain eligibility to deploy and mobilize worldwide.
4. Ability to complete a Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Program Management.
5. Prior qualification in any AFSC at the 5-skill level (3-level if no 5-level).
6. **Employment contingent on acquiring a Class III physical qualification for aircrew duty.** (Physical must be scheduled within 30 days of coming on-board).
9. Ability to acquire a Top Secret Security Clearance.
10. Training will be completed in 12 months, an additional 12 months is allotted if classes are not available.

Knowledge, Skills and Abilities (KSA's) Statements

- A.) Knowledge in using military regulations
- B.) Knowledge of Basic military protocol
- C.) Skilled in meal planning and preparation
- D.) Skilled in effective oral and written communication
- E.) Ability to interact with military officers, government leaders, and other customers
- F.) Ability to work well with others in a team building setting

**Current Unit assignment, AFSC and Military grade must be included on application.
Incomplete applications will not be considered for employment.**