



District of Columbia Air National Guard

AGR Announcement

Announcement Number: 13-301



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: 24 January 2013	CLOSING DATE: 25 February 2013
	Position Title, Series, Grade, Salary Range Supervisor Flight Services Technician, GS-2185-08, F6558000 Maximum Military Rank: SMSgt	
	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: Group III (Individuals who possess the necessary qualifications for military membership in the DCANG) AGR Resource Available		
Special Remarks: 		
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;">All submitted documents must be current.</p> <p style="text-align: center;"><u>AGR APPLICATION REQUIRED DOUCMENTS:</u></p> <ol style="list-style-type: none"> 1.) NGB34-1, dated Nov 2010, Application for Active Guard/Reserve (AGR) Position with original signature. Ensure all applicable blocks are complete on form. 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, Human Resources Assistant at 202-685-9778 or DSN 325-9778. E-mail: angel.loveshorter@us.army.mil ; CPT Ryan McBride, AGR Manager at 202-685-9779, 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: Supervisor Flight Services Technician, GS-2185-08

Brief Description of Duties: Serves as a process Supervisor and element Leader overseeing an element consisting of four or more flight attendants. Distributes assignments and tasks, monitors activities, reviews work and provides instruction and training to subordinates. Adjusts or modifies work assignments as needed based on work or mission requirements. Informs subordinates of procedures and policies, and address or resolves any problems that may arise or impact the overall mission. Writes performance evaluations, provides counseling and advice, and personally initiates corrective actions as necessary. Resolves simple, informal complaints or subordinates and refers other to the appropriate supervisor. Ensures information is provided to the section supervisor on subordinates performance, training progress and requirements, and behavior problems. Executes preflight and in-flight safety requirements pertaining to cargo handling and storage, ditching and anti hi-jacking, first aide, crash landing readiness, and food preparation, serving and sanitation. Positions and secures cargo upon loading and applies weight and balance factors by distributing weight to provide for maximum safety in operation of the airplane. Reports emergency or unsafe conditions to the Aircraft Commander. Briefs passengers in-flight as to cabin discipline, customs requirements, and emergency exits, including use of life support equipment and emergency procedures. Acts as Aircraft Commander representative by coordinating with customs, immigration and agricultural officials concerning overseas travel, i.e. garbage disposal and fleet servicing (ice, food storage, special comfort items, water, etc.). Relays information to ground concerning billeting, transportation, and special handling of distinguished visitors. Conducts preflight mission coordination unitizing NGB, MAC and special orders transmitted by way of message, letter or electronic mail and via personal contacts with dignitaries, maintenance (for special aircraft configuration), and flight engineers. Directs the off-loading of cargo. Conducts post-flight checks and inspections. Ensures turn-in of documents to account for non-expendable items, monies collected or disbursements. Performs other duties as assigned.

Qualifications Requirements: GS-2185-08

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).
7. Ability to acquire a Top Secret Security Clearance.
8. 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/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**