



District of Columbia Air National Guard

AGR Announcement

17-322



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL	OPENING DATE: 7 April 2017	CLOSING DATE: 21 April 2017
	Position Title: FLIGHT ATTENDANT Max Grade: E7 (MSgt) Min Grade: E6 (TSgt Promotable)	
	AFSC: 1A671 Appointment Status [X] Enlisted [] Officer	
Position Location: 201st Airlift Squadron Joint Base Andrews, MD	AREA OF CONSIDERATION: GROUP I Current On Board AGR members of the DCANG	

INSTRUCTION FOR APPLYING:

This office will **NOT** accept mailed applications. You must send applications electronically. **Failure to submit all required documents as outlined below will result in your application not being considered for employment.**

AGR REQUIRED DOCUMENTS:

- 1.) NGB 34-1 (*dated Nov 2013*) Application for AGR Position with original signature.
- 2.) Copies of the last five OPRs (*Officers only*).
- 3.) Resume (*any format*).
- 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
- 5.) Individual Personnel (RIP) from vMPF only (*must be dated within 60 days*).
- 6.) Current Fitness Test from AFFMS (*Per AFI 36-2905 – current within 12 months*).
- 7.) Security Clearance verification memorandum (*Do not submit a JPAS print out*).
- 8.) Letter(s) of recommendation (*optional*).

**All documents must be consolidated into a single pdf. File. DO NOT put in PDF Portfolio format. Send applications in the following format: MVA number, last name, First name, Middle Initial.*

**Any documents with SSN must have the SSN redacted (Blacked-out).*

**The NGB 34-1 may be found using the following url: http://www.ngbpdcd.ngb.army.mil/forms/ngbf34_1.htm*

Conditions of Employment:

National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.

Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.

Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant’s responsibility to ensure the data provided is accurate and complete.

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization, in accordance with NGB Regulation 690-600 and ANGR 40-1614.

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

Is an Equal Opportunity Affirmative Action Employer



The District of Columbia Air National Guard

Announcement Number: 17-322

Position: FLIGHT ATTENDANT

Brief Description of Duties: Provides for passenger safety during aircraft operations. Demonstrates and maintains proficiency in emergency equipment use, emergency procedures, and egress. Briefs passengers on normal and non-normal use of aircraft systems and equipment. Responsible for orderly expeditious evacuation of passengers and crew. Provides emergency medical assistance. Performs preflight, through-flight, and post flight inspections of aircraft emergency, cabin, and galley equipment. Operates aircraft systems and equipment such as electrical, environmental, water, interphone, doors, and exits. Responsible for cleanliness of aircraft interior away from home station. Performs direct contact between the USAF and the passenger. Plans all menus and coordinates meals on normal and non-normal use of aircraft systems and equipment requirements. Provides for passenger comfort during aircraft operations. Provides highest level of service, etiquette, and protocol as the direct contact between the USAF and passengers. Passengers include but are not limited to US and foreign senior military and governmental leaders. Purchases required foodstuffs and supplies to serve meals and beverages. Stores and preserves food items. Uploads and stows food and fleet items as necessary. Prepares meals utilizing the fundamentals of culinary arts, including knife skills, basic cooking methods (baking, braising, sautéing, etc.), and making sauces and emulsions. Ensures proper procedures, temperatures, and time periods are adhered during food preparation and service. Sets up serving trays, garnishes food items, and applies food protection and sanitation measures at all times. Provides cabin service and monitors passengers in-flight. Performs loading and off-loading of aircraft. Coordinates with military and civilian airfield agencies to acquire supplies and transportation. Validates passenger manifest. Performs passenger and baggage inspections. Applies restraint devices such as straps and nets to prevent shifting during flight. Ensures access to escape exits. Directs safety, security, and fire prevention procedures. Establishes, supervises, and directs aircrew training. Develops and directs instruction in equipment operation and flight attendant activities. Ensures standardized procedures are used to teach in-flight equipment operation, baggage handling, meal service, customer service, form documentation, emergency procedures, and egress. Determines need for specific instruction, and establishes training programs on flight attendant activities. Evaluates flight attendant activities. Evaluates compliance with technical manuals, regulations, and work standards. Serves on or directs flight attendant inspection teams to evaluate in-flight duties and operational programs. Interprets inspection reports and prescribes corrective actions. Manages flight attendant activities. Coordinates flight attendant activities. Resolves operational problems. **Provides first line supervision to junior enlisted personnel and operational competencies for enlisted professional development.**

Qualifications:

1. The applicant/selectee must be able to qualify for a SECRET Clearance.
2. Must be AFSC Qualified.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Must be able to complete at least 1 year prior to achieving 18 years Total Active Federal Service.
3. **Prior to entry into the AGR Program, member must be medically cleared by the 113th MDG.**
4. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: TSgt Trenton Franklin, trenton.b.franklin.mil@mail.mil /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Ena Nash, ena.e.nash.mil@mail.mil /202-685-9763 (DSN 325-9763)