



# District of Columbia Air National Guard

## AGR Announcement

### 19-394



	<b>OPENING DATE:</b> 25 July 2019	<b>CLOSING DATE:</b> 25 August 2019
<b>APPLICATION MUST BE FORWARDED TO:</b>	<b>Position Title:</b> Flight Services Technician / <b>Max Grade:</b> MSgt (E-7) <b>Min Grade:</b> TSgt (E-6) <b>AFSC:</b> 1A6X1 <b>* 3 positions available</b>	
<b>IN ORDER TO RECEIVE CONSIDERATION</b> <b><a href="mailto:NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL">NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</a></b>	<b>Appointment Status</b> <input checked="" type="checkbox"/> <b>Enlisted</b> <input type="checkbox"/> <b>Officer</b>	
<b>Position Location:</b> 201st Airlift Squadron Joint Base Andrews, MD	<b>AREA OF CONSIDERATION:</b> <b>GROUP I</b> <b>Current onboard AGR</b>	

**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. <http://www.ngbpcdc.ngb.army.mil/forms.htm>
- 2.) Copies of last three EPRs.
- 3.) Copies of last five AF Form 8s (Certification of Aircrew Qualifications from 201 AS Stan/Eval office).
- 4.) Resume (*any format*).
- 5.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
- 6.) Report of Individual Personnel (RIP) from vMPF only (*must be dated within 60 days*). If clearance is expired you must obtain security memo from the Wing security manager.
- 7.) Current Fitness Test from AFFMS II (*Per AFI 36-2905 – current within 12 months*).
- 8.) Letter(s) of recommendation (*optional*).
- 9.) If missing documents, memo to board president required stating reason why documents are missing.

**\*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 19-300 – SSGT DOE, JOHN A**  
 Email subject will be in the same format.

**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.

**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.  
 Reference: NGR AR 690-600 / NGR AF 40-1614. [http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40\\_1614v2.pdf](http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf) and ANGI 36-7 <http://www.ngbpcdc.ngb.army.mil/publications.htm>



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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

**Announcement Number:** 19-394

**Position:** Flight Services Technician

**Brief Description of Duties:** Serves as Flight Services Technician by ensuring maximum loading and passenger safety requirements are met as a member of the flight crew for a heavy, multi-engine military airplane. Executes preflight and in-flight safety requirements pertaining to cargo handling and storage, ditching and anti-hijacking, first aid, 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. Maintains passenger in-flight discipline. Inspects and operates galley equipment, air conditioners, and oxygen, lighting, intercom and life support systems. Briefs passengers in-flight as to cabin discipline, custom requirements, and emergency exits. Ensures distribution and accuracy of individual custom forms to passengers and flight crew members. Prepares general declaration forms. Coordinates with customs, immigration and agricultural officials concerning overseas travel. Conducts preflight mission coordination utilizing NGB, AMC and special orders. Reviews flight itinerary for destination, departure/arrival time, meal requirements, identification, eligibility, and accountability requirements and special equipment needs. Writes manifest after receipt of mission orders and assigns cabin seats. Directs the off-loading of cargo. Conducts post-flight checks and inspections. Inventories on-board stock items, ensures turn-in of documents to account for non-expendable items, monies collected or disbursements. Prepares request documents for stock items; receives and verifies delivery of requested items. Purchases out of stock items on an as needed basis, domestically or while out of the country. Performs other duties as assigned.

**Qualifications:**

1. Must be able to retain a SECRET security 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. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

**AGR Employment Points of Contact:**

HR Specialist: SSgt Shailah Florvil, [Shailah.Florvil.mil@mail.mil](mailto:Shailah.Florvil.mil@mail.mil) /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, [Adrienne.L.Wilson.mil@mail.mil](mailto:Adrienne.L.Wilson.mil@mail.mil) /202-685-9925 (DSN 325-9925)