

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

**ANNOUNCEMENT NUMBER: 20-221TF OPENING DATE: 30-Apr-20 CLOSING DATE:
OPEN UNTIL FILLED**

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
Flight Services Specialist, GS-2101-7/9, E-3/A1C - E-6/TSgt, MPCN: 0105236334

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE: \$43,713.00-\$69,512.00 PA **SUPERVISORY MANAGERIAL
NON-SUPERVISORY/NON-MANAGERIAL**

LOCATION OF POSITION:
162nd Wing, Tucson, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Air National Guard.** Individual selected will receive **an Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit an OPM Form 306, Declaration of Federal Employment.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, in a military position assigned to 162nd WG and be able to qualify for the following AFSC: 1C7XX

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered: YES NO
PCS may be offered: YES NO

NOTES:

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

Note: Must possess valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to provide preflight briefings to military and civilian aircrews, including those of foreign governments and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans.
 2. Ability to review and evaluate proposed flight plans for technical accuracy and compliance with USAF, FAA, DOD and ICAO directives.
 3. Ability to schedule and coordinate use of military special use airspace/facilities including air refueling areas, military operating areas, and landing and drop zones.
 4. Ability to communicate effectively both written and verbally.
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SPECIALIZED EXPERIENCE:

GS-7: Must possess at least **12** months of experience, education, or training in working with directives and regulations governing transportation of personnel, cargo or freight. Knowledge of freight rating, classification of carrier's agreement, and contracts for the transportation of personnel, cargo or freight. Experience which includes planning, organizing, and coordinating work.

GS-9: Must possess at least **24** months of experience, education, or training in arranging or procuring transportation for personnel, cargo or freight. Experience in pre and post auditing of freight bills, bills of lading, and personnel transportation vouchers. Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems.

BRIEF JOB DESCRIPTION: This position is located at the 162nd Wing, Tucson, Arizona, which is responsible for coordinating and maintaining liaison with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. This full-performance level position provides direct support to unit and other military and civilian aircrews during scheduled and unscheduled flying and ground activities. The incumbent works independently on standard and extended and/or rotating shifts to provide aircrews with information and assistance

necessary for planning and conducting safe flight operations. Determines appropriate action in implementing emergency, Quick Reaction Checklist (QRCs), and operations plans. Performs other duties as assigned

SELECTING OFFICIAL: Lt Col Frank Lusher
