

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4821; DSN 853-4821  
WEBSITE: www.azguard.gov/hro  
EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 15-368T OPENING DATE: 20-Aug-2015 CLOSING DATE: 14-Sep-2015**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Air Cargo Specialist, WG-5201-10, TCD1965000, E4-E7, MPCN: 881710**

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**APPOINTMENT FACTORS: OFFICER  ENLISTED**

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**SALARY RANGE: \$24.45-\$28.53 PH**  
**SUPERVISORY  MANAGERIAL**   
**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

**161st Air Refueling Wing, Phoenix, Arizona**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it 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), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). 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. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**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.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 2T2X1**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**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.

**AREA OF CONSIDERATION:** This position is in the Federal/Excepted Civil Service and is **open to current members of the 161st ARW, Arizona Air National Guard.** Individual selected will receive a Indefinite

Appointment that may be converted to Permanent once the funding is available for a new position, or if the position is no longer 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. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)..**

**NOTE: This position is subject to rotating or night shift work.**

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**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. Knowledge of Air Terminal Operations Center (ATOC) functions and operation.**
- 2. Ability to train traditional guard personnel in all aerial port functions.**
- 3. Ability to receive, warehouse, process, and categorize cargo and to process related paperwork.**
- 4. Knowledge of procedures and regulations governing processing and eligibility of passengers traveling on government owned/sponsored aircraft.**
- 5. Knowledge of proper safety practices to perform all aerial port responsibilities in a safe manner and safety of flight and aircrew.**
- 6. Ability to select and assemble aircraft loads, and to load and offload aircraft.**

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**SPECIALIZED EXPERIENCE:** Must have 18 months experience formulating, implementing, and documenting programs to train Wing augmentation in support of Wing air transportation deployment functions to ensure effective and efficient operations of installation deployment processes. Ensures items offered for transport by air meet proper specifications to maximize safety and security of the aircraft, aircrew, cargo and passengers. Analyzing operational plans, policies, and procedures for air terminal activities and facilities essential to air passenger and cargo movement processes. Plans, selects, sequences, and monitors each aircraft cargo load and initiates and ensures all cargo manifests are prepared.

**BRIEF JOB DESCRIPTION:** This position is located in the Small Air Terminal Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to perform a full variety of Air Transportation functions necessary to manage the day-to-day Air Transportation and small air terminal operations. Independently performs assignments at the aircraft where the supervisor is not readily available. Ensures items offered for transport by air meet proper specifications to maximize safety and security of the aircraft, aircrew, cargo and passengers. Plans, schedules, and trains Air Transportation Operations Element Drill Status Guardsmen on the inspection and operations of aircraft loading equipment; mobility/contingency functions. Establish and maintains the installation Space Available air travel program. Reviews passenger travel authorizations for validity and accuracy. Checks in passengers, processes, schedules, transports, and escorts passengers to and from the aircraft. Prepares manual and/or automated generated DD Form 2131, Passenger Manifests. Receives and prepares baggage for shipment and inspects hand carried baggage. Inspects cargo received for airlift to verify eligibility and ensures proper documentation, packaging, and marking in accordance with applicable DOD directives. Assembles and palletizes cargo. Loads and offloads aircraft using 463L MHE such as K-Loaders, 10K standard and 10K AT forklifts and other types of equipment. Performs daily operator inspections of all Air Terminal MHE. Performs other additional duties as assigned.

**SELECTING OFFICIAL:** Lt Col Michael Lynch COMM: 602-302-9050

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