

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 24-22
Position Title:	Flight Services Specialist
Date of Announcement:	23 July 2024
Closing Date:	01 August 2024
Duty Location & Unit:	158 th Operations Group, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt/E7; 1C771
Period of Tour:	Initial Tour three years
Selecting Official:	Col Micheal Blair; 802-660-5308; michael.blair.27@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	On Board Non-Fenced Permanent AGR's within the Vermont Air National Guard Only.
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number # 1130778, Rank/Military Grade: MSgt/E7; AFSC 1C771.
- Applicants must possess the 1C771 AFSC and currently be a TSgt/E6 to be eligible to apply.
- **Please refer to current AFEC D** for any other qualifications, duties and responsibilities.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

Duties and Responsibilities:

- This position is located in the 158th Operations Group, Airfield Management/Flight Services Branch of the Vermont Air National Guard, 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.

- Serves Provides preflight briefings to military and civilian aircrews, including those of foreign governments and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans. Furnishes pilots with full range of necessary information pertinent to planning and completing their intended flight safely and assists them in making preflight decisions and calculations when required. Reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DOD and ICAO directives. Ensures flight plan information is in proper format prior to processing plans into the FAA flight planning Aeronautical Information System (AIS).
- Performs quality control on proposed flight plans with aircrews and provides special briefings to pilots of civilian and non-DOD government aircraft on flight planning procedures. Briefs aircrews on air traffic control, noise abatement, and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions. Ensures aircrews are briefed on Foreign Clearance Guide requirements for OCONUS flight operations. Briefs pilots on alternate airfields' facilities, status and limitations of navigational aids, restricted areas, radio frequency changes, call letters, airfield obstructions, and other information necessary to accomplish the flight safely. Recommends revision and/or changes to flight plans as appropriate. Provides taxi, run-up, and takeoff information. Obtains and coordinates Pilot Report (PIREP) information to appropriate agencies related to mission profiles. Briefs Notices to Airmen (NOTAMS) as required prior to all flights. Provides flight following as required on all flight plans. Initiates special actions and /or precautions when VIPs, hazardous cargo, and air evacuation flights are involved. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft.
- Through the use of air-to-ground communications, communicates with pilots in flight with information regarding flight plans; clearances; advisories on local, enroute, and destination airfield conditions; messages; and other data effecting safety of flight. Coordinates with Federal Aviation Administration (FAA), Air Route Traffic Control Center (ARTCC), Radar Approach Control (RAPCON) and control Tower on all flight plan changes. Provides special flight following services based on weather elements, airfield conditions, and aircraft characteristics. Sends and receives notifications of inbound and outbound air traffic including emergencies with FAA and local authorities.
- Schedules and coordinates use of military special use airspace/facilities including air refueling areas, military operating areas, and landing and drop zones. Determines appropriate action in implementing emergency, Quick Reaction Checklist (QRCs), and operations plans. Activates secondary crash phone network for aircraft accidents, and in-flight and ground emergencies. Evaluates seriousness of incidents and notifies proper agencies. Initiates communications search for overdue and unreported military aircraft, and upon confirmation, implements search and rescue procedures. Conducts anti-hijacking procedures during passenger processing activities. Coordinates response activities with air traffic control and crash and rescue agencies and supports local authorities. Operates FAA flight planning communications equipment for input of flight plans, receiving arrival/departure messages, making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required.
- Is subject to Air Traffic Systems Evaluations IAW applicable Air Force, MAJCOM, and NGB directives. This includes individual testing, performance certification, and program management assessment. Inspections and tests are conducted by the Flight Standards Branch (the same unit that inspects the Control Tower).
- Inspects or ensures the inspection of ANG tarmac parking and Federal taxi ways daily (or more often as required) for such flying safety hazards as: foreign object debris, violations of lateral clearance criteria, and hazards to landing, take-off, taxiing or parking areas. These inspections focus on condition of taxiways, aprons, and ramps, and the operational status of airfield lighting systems and arresting systems. Monitors repairs and construction projects for ANG property as they affect operations of the airdrome. Initiates and cancels NOTAMs on airfield facilities/conditions. Maintains current NOTAM file IAW governing directives and other required flight information and aeronautical publications. Measures aircraft braking action on runway and taxiways and prepares information for entry on the weather sequence. Coordinates local drop zone activities with base flying units and Air Traffic Control agencies. Processes reports of adverse public reactions in accordance with applicable directives. Disseminates severe weather warnings to base activities.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Instructions for Applying:

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - [Air AGR Manager Home Page link \(Home Page\)](#).

- Applications without all required supporting documents as stated on the checklist will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil**

Submit Applications as one single PDF (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.

TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. _____ Letter of Recommendation(s) (If Applicable) (Not required)
7. _____ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, etc.) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

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- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
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