

Flight Operations Specialist (Title 32) (Indefinite)

DEPARTMENT OF THE ARMY

Army National Guard Units

Open & closing dates

🕒 01/16/2020 to 01/31/2020

Pay scale & grade

GS 8

Appointment type

Temporary - Indefinite

Service

Excepted

Salary

\$49,551 to \$64,417 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Sandston, VA

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to



[National Guard & Reserves](#)

Current members, those who want to join, or transitioning military members.

Clarification from the agency

In order to be eligible for this position you must currently be an Enlisted Member or a Warrant Officer in the Virginia Army National Guard OR Not Currently in the Virginia Army National Guard but you must be willing and eligible to immediately Join the Virginia Army National Guard at one of those military ranks.

Announcement number

VA-10677529-AR-19-278

Control number

556912400

Duties

Summary

THIS IS A NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION.

This National Guard position is for a Flight Operations Specialist (Title 32)(Indefinite), Position Description Number **D0671000** and is part of the VA AASF, National Guard.

Responsibilities

As a Flight Operations Specialist (Title 32) (Indefinite), GS-2102-08, you will perform the below duties:

1. Conducts preflight pilot briefings in accordance with National Guard regulations and directives. Briefs pilots on mission, aircraft and flight plan. Briefs and provides pilots with information on mission restrictions; on-route navigational facilities and equipment, hazards and terrain; weather forecasts; notices to airmen (NOTAMS) and deviations to flight plans when required. Is responsible for assuring pilot and crew are qualified in aircraft to be flown and for type of mission to be performed. Is responsible for completion of risk analysis projection. Determines when flight requires higher level approving authority. As flight approving official, signs briefing documents upon completion of mission preflight briefings.
2. Processes extended and local clearances, including examination for conformance with flight rules and regulations. Processes, clears and transmits flight plans and flight progress messages to appropriate agencies (FSS, ACT tower, ARTCC) which may require use of service B equipment. Responsible for initiating search and rescue for overdue aircraft and implementing the crash rescue plan in the event of an aircraft accident.
3. Prepares, maintains and files records, charts, graphs, and reports allied to flight operations and flight training activities such as aircraft utilization reports, aircrew information reports, individual flight records, notice to airmen (NOTAM) file and airfield data. Compiles and summarizes reports for analysis through the use of a computer system and peripheral equipment. Maintains and accounts for aircrew training records, medical recommendations, aeronautical orders, physiological training, and aviation service data. Maintains arrival and dispatch records for inbound and outbound aircraft.
4. Maintains current file of aircraft flying regulations and navigational information such as radio facility cards, instrument approach procedure charts, aeronautical charts, Airman's Information Manual (AIM), airport directory, location identifiers, ATC procedures manual and Army Flight Information Publications.
5. Supervises on-the-job training of unit flight operations personnel performing equivalent training or accomplishing a split unit training assembly at the facility.
6. Performs other duties as assigned.

Travel Required

Not required

Supervisory status

No

Promotion Potential

None

Job family (Series)

[2102 Transportation Clerk And Assistant](https://www.usajobs.gov/GetJob/PrintPreview/556912400)

(<https://www.usajobs.gov/Search/?j=2102>)

Requirements

Conditions Of Employment

- NATIONAL GUARD MEMBERSHIP IS REQUIRED. If you are not sure you are eligible for military membership, please contact a

National Guard recruiter prior to applying for this position.

- This is an excepted service position that requires membership in a compatible military assignment in the employing state's National Guard, required prior to the effective date of placement.
- Selectee will be required to wear the military uniform.
- Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment.
- Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.
- Males born after 31 December 1959 must be registered for Selective Service.
- Federal employment suitability as determined by a background investigation.
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory.

Qualifications

NOTE: Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/DD/YY to MM/DD/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume.

Remarks: This position is being advertised as an indefinite appointment and applicant selected may be released at any time, and advised of his/her rights and benefits to which entitled. In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite. Indefinite appointments may be made permanent at a later date without competition.

WHO CAN APPLY:

GROUP I - All qualified Male/Female Enlisted Personnel and Warrant Officers currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army National Guard Male/Female Enlisted Personnel and Warrant Officers, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of appointment/enlistment in the Virginia National Guard must be attached if the appointment/enlistment occurred within 60 days prior to, or during, the advertisement period.

GROUP III - Individuals eligible for membership in the Virginia Army National Guard.

Military Grades: Enlisted Personnel and Warrant Officers

GENERAL EXPERIENCE: Experience, education, or training interpreting, explaining, and/or applying basic rules, regulations, policies, and procedures of a transportation program. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Applicant must have at least 18 months experience of specialized experience, education, and training, equivalent to at least the GS-07 level, or equivalent pay band in other pay systems in the Federal government. This experience may also have been obtained in the private sector, but must demonstrate that it is comparable to the GS grade indicated. This experience must include activities such as:

1. Arranging and interpreting directives and regulations governing transportation of personnel, cargo, or freight.
2. Experience applying directives and regulations governing transportation of personnel, cargo or freight.
3. Experience verifying legal entitlements or official authorizations for travel, securing from carriers guides and timetables, information regarding schedules, fares, and availability of space accommodations.
4. Experience planning and organizing the work of others.

Education

This job does not have an education qualification requirement.

Additional information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>) (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

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If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

Background checks and security clearance

Security clearance

[Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (including Month and Year, e.g., 02/2017, Feb 2017, etc.) of employment and duties performed.
2. **Other supporting documents:** Most recent SF50 for current Federal Technicians

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>).
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>).

<https://www.abc.army.mil/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/10677529>
(<https://apply.usastaffing.gov/ViewQuestionnaire/10677529>).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive

consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency contact information

 VaARNG Tech Jobs Helpdesk

Email

ng.va.vaarng.list.ngva-guard-tech-jobs@mail.mil
(<mailto:ng.va.vaarng.list.ngva-guard-tech-jobs@mail.mil>)

[Learn more about this agency.](#)
(#agency-modal-trigger)

Address

VA AASF
700 Portugee Rd
Sandston, VA 23150
US

THIS IS A NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION.

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Visit our careers page

Learn more about what it's like to work at Army National Guard Units, what the agency does, and about the types of careers this agency offers.

<http://www.nationalguard.mil/>
(<http://www.nationalguard.mil/>)

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)