

**FEDERAL JOB INFORMATION
FOR
AIR RESERVE TECHNICIANS
2012**

1. THE SEU WILL ONLY MAINTAIN OPEN CONTINUOUS ANNOUNCEMENTS FOR THE FOLLOWING AIR RESERVE TECHNICIAN (ART) JOBS: AIRCRAFT ENGINE/PROPELLER MECHANIC, WG-8602-10; ELECTRONIC INTEGRATED SYSTEMS MECHANIC, WG-2610-12; AIRCRAFT MECHANIC, WG-8852-10; AND AERIAL REFUELING TECHNICIAN (INSTRUCTOR), GS-2185-10. THE ADMINISTRATIVE SUPPORT ASSISTANT (O/A), GS-0303-05 & 06 POSITIONS WILL BE RE-ANNOUNCED THE FIRST WEEK OF EACH QUARTER (ONLY THOSE APPLICATIONS RECEIVED DURING THIS OPEN ANNOUNCEMENT PERIOD WILL BE RATED FOR VACANCIES RECEIVED DURING THE APPLICABLE QUARTER.) ALL OTHER POSITIONS WILL BE ANNOUNCED ON A CASE BY CASE BASIS AS VACANCIES OCCUR FOR A PARTICULAR POSITION, SERIES, LOCATION AND GRADE LEVEL. WE ENCOURAGE YOU TO CONTINUE APPLYING FOR AVAILABLE POSITIONS AS VACANCIES OCCUR. FOR ADDITIONAL INFORMATION AND A LIST OF CURRENT OPEN POSITIONS, YOU MAY CHOOSE TO VIEW THE ART PROGRAM WEBSITE AT [HTTP://WWW.AFRC.AF.MIL/LIBRARY/JOBS](http://www.afrc.af.mil/library/jobs) (CURRENT ART VACANCIES) OR [HTTP://WWW.USAJOBS.OPM.GOV](http://www.usajobs.opm.gov) . YOUR CONTINUED INTEREST IN EMPLOYMENT WITH THE ART PROGRAM IS APPRECIATED.

2. ALL ARTS HAVE A REQUIREMENT TO MAINTAIN ACTIVE MEMBERSHIP IN AN AIR FORCE RESERVE UNIT SO LONG AS THEY OCCUPY AIR RESERVE TECHNICIAN (ART) POSITIONS.

3. APPLICANTS MUST BE UNITED STATES CITIZENS AND BE ELIGIBLE AND WILLING TO JOIN THE USAF RESERVE. RETIRED MILITARY ARE USUALLY INELIGIBLE FOR MEMBERSHIP IN THE AIR FORCE RESERVE. RETIRED MILITARY PERSONNEL WHO HAVE ACTIVE AIR FORCE RESERVE ASSIGNMENTS MAY APPLY PROVIDED THEY SHOW ASSIGNMENT (POSITION AND UNIT) ON THEIR APPLICATION. FOR QUESTIONS CONCERNING ELIGIBILITY PLEASE CONTACT THE AIR FORCE QUALIFICATION CENTER AT 1-800-257-1212.

4. APPLICATIONS RECEIVED WITHOUT REQUIRED FORMS OR FORMS NOT COMPLETED PROPERLY WILL NOT BE PROCESSED. INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED AND WILL RECEIVE AN INELIGIBLE RATING. PLEASE REFER TO “HERE’S WHAT YOUR RESUME MUST CONTAIN” (on page 2 of this information page) TO BE SURE YOU SUBMIT THE REQUIRED INFORMATION. IF THE RESUME SUBMITTED DOES NOT PROVIDE ALL THE INFORMATION STATED UNDER “HERE’S WHAT YOUR RESUME MUST CONTAIN” (on page 2 of this information page), IT WILL BE RATED INELIGIBLE.

5. A SEPARATE RESUME MUST BE SUBMITTED FOR EACH ANNOUNCEMENT. The information to be filed is as follows:

Basic Application For Federal Employment - You must submit a resume. Although the Federal Government does not require a designated standard resume form, certain information is necessary in order to evaluate qualifications and to determine legal requirements for Federal Employment. (Be sure to include starting and ending dates {month & year} and hours per week on the resume.)

ATAFR Form 209, (dated Jul 02), Supplemental Statement of Aeronautical Qualifications - This form is mandatory for most aircrew positions, be sure to review specific announcement (GS-2181, GS-2183, GS-2185). Resume’s filed for aircrew positions without a current ATAFR 209 will not be processed.

Job Element Items/Responses –are no longer mandatory, however we ask that you use the job elements as a guide to assist you in identifying your relevant work experience. This is critical to the evaluation process for all Wage Grade (WG) positions.

Listing of College Courses and Scholastic Achievement - This information is mandatory for all professional positions (GS-610, GS-801).

College transcripts (or copies) are required to verify education. OPM Form 1170/17 will **NOT** be accepted. Copies of transcripts should also be included when applying for other positions and you are substituting education for experience in order to qualify. College transcripts should include applicant’s name, school name and date degree was awarded.

Current Certificate of Professional Nurse Registration - A copy of this document is required for Nurse (GS-610) positions.

Standard Form 15, Claim for 10-point Veterans Preference - This form is mandatory for all claims of preference based on service-connected disability, widow, mother, spouse or Purple Heart. Required documentary proof: an Employment Letter from the Veterans Administration identifying percentage of disability is the preferred supporting documentation which must be submitted with the SF 15. The Employment Letter can be requested through the Veterans Administration by calling 1-800-827-1000.

DD 214, Certificate of Release or Discharge from Active Duty (Member 4 Copy) - A copy of this document is requested, but not mandatory, unless claiming 10- point Veteran’s Preference.

6. Office hours for HQ AFRC Special Examining Unit are 8:00a.m. - 4:30p.m. (Monday - Friday, Eastern Time), Commercial number (478) 327-0113 or DSN 497-0113, or 1-800-223-1784 extension 7-0113.

7. Individuals on active duty may apply 120 days before separation date. Individuals with more than 120 days before separation date **must** submit, with their resume, a letter signed by their commanding officer stating the individual will be released from active duty (Palace Chase) if they obtain an ART position. Individuals currently on active duty should indicate military separation date. Reservists who are mobilized may submit a copy of their mobilization orders or a statement in their application stating they are available within 120 days.

8. All applicants will receive equal consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with authorized exceptions) or any other non-merit factor.

9. Individuals who have special priority selection rights under the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. ICTAP eligibles achieving a score of 80 or higher, excluding veteran preference points, will be considered well qualified. Federal civilian employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704. This includes a copy of the agency notice, a copy of the most recent Performance Rating, and a copy of the most recent SF-50 noting current position, grade level, and duty location. Please clearly annotate your application to reflect that you are applying as an ICTAP eligible.

10. Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified, referred, and are within reach for selection. For information on military spouse preference, please refer to website <http://www.cpmc.osd.mil/fas/staffing/pdf/st006.pdf>. Please clearly identify in your application that you are asking for military spouse preference.

11. Your resume must be completed online or faxed to 1-478-757-3144. This office no longer accept applications by email, regular mail, fax or in person.

12. Vacancies will be listed on our webpage at <http://www.afrc.af.mil/library/jobs> and on USAJOBS at <http://www.usajobs.opm.gov>.

This entire Information Page , as well as necessary forms and other pertinent information can be viewed/downloaded from our website on the Air Force Reserve Command Home Page at <http://www.afrc.af.mil/library/jobs>.

HERE'S WHAT YOUR RESUME MUST CONTAIN

JOB INFORMATION

> Civilian Position title, series, and grade(s) of the job you are applying for

PERSONAL INFORMATION

- > Full name, mailing address, day and evening phone numbers, email address
- > Country of citizenship
- > Veterans preference
 - For 5 points: List the full name and date of campaign badges/expeditionary medals
 - For 10 points: attach SF-15 and required documentation
- > Dates (Month, Day, Year) and branch for all **active duty** military service
- > Highest Federal civilian grade held (Also give job series and dates held)

EDUCATION

- > High school
 - Name, City, and State (ZIP Code if known)
 - Date of diploma or GED
- > Colleges or Universities
 - Name, city, and State (ZIP Code if known)
 - Majors
 - Type and year of any degrees received (Show credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

- > Give the following information for your paid and nonpaid work experience related to the job in which you are applying:
 - Job title (include series and grade if Federal job/SF-50's)
 - Duties and responsibilities
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week/month (If traditional reservist please provide hours per month and any mandays separately), also provide percentage of time if working outside of regular job title
 - Salary
- > Indicate if we may contact your current supervisor
- > Do not send official job descriptions

OTHER QUALIFICATIONS

- > Job-related training courses (title and year)
- > Job-related skills, for example, other languages computer software/hardware, tools, machinery, **typing speed**
- > Job-related certificates and licenses (current only)
- > Job-related honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents)

THE FOLLOWING IS A CURRENT LIST OF LOCATIONS WHERE ART POSITIONS ARE AUTHORIZED

| <u>LOCATION</u> | <u>TYPE AIRCRAFT</u> | <u>LOCATION</u> | <u>TYPE AIRCRAFT</u> |
|----------------------------------|----------------------|----------------------------------------|------------------------|
| March ARB, CA | KC-135, C-17 | Barksdale AFB, LA (307 RHS) | A-10, B-52 |
| McChord AFB, WA | C-17 | Charleston AFB, SC (560 RHS) | C-17 |
| Portland IAP, OR – 304 RQS (GSU) | | Dobbins ARB, GA | C-130 |
| Travis AFB, CA | C-5, KC-10, C-17 | Eglin AFB/Hurlburt Field, FL (556 RHS) | F-16, F-15, A-10, U-28 |
| Beale AFB, CA (583 RHS) | Global Hawk | Homestead ARS, FL | F-16 |
| | | Keesler AFB, MS | C-130J, WC-130J |

| | | | |
|----------------------------|------------------------|-----------------------------|---------------|
| | | Maxwell AFB, AL | C-130 |
| | | MacDill AFB, FL | KC-135 |
| | | Patrick AFB, FL | HH-60, HC-130 |
| | | Robins AFB, GA | |
| | | Seymour-Johnson AFB, NC | KC-135, F-15E |
| | | (567 RHS) | |
| Grissom ARB, IN | KC-135 | | |
| Hill AFB, UT | F-16 | Pope AFB, NC | C-130 |
| Minn-St Paul ARS, MN | C-130 | Moody AFB, GA | A-10 |
| | | Little Rock AFB, AR | C-130 |
| Peterson/Schriever AFB, CO | C-130 | | |
| Whiteman AFB, MO | A-10 | | |
| Scott AFB, IL | C-9, C-40 | | |
| Offutt AFB, NE | | | |
| McConnell AFB, KS | KC-135 | Andrews AFB, MD | KC-135 |
| Buckley AFB, CO | | Dover AFB, DE | C-5, C-17 |
| | | Gtr Pittsburgh IAP-ARS, PA | C-130 |
| | | McGuire AFB, NJ | KC-10, C-17 |
| | | Niagara Falls IAP-ARS, NY | C-130 |
| Nellis AFB, NV (555 RHS) | A-10, F-15, F-16, F-22 | | |
| | Predator | | |
| NAS JRB Ft Worth, TX | F-16 | Westover ARB, MA | C-5 |
| Luke AFB, AZ | | Wright-Patterson AFB, OH | C-5 |
| Tinker AFB, OK | KC-135, E-3 | Youngstown-Warren ARS, OH | C-130 |
| Brooks AFB, TX | | Langley AFB/Norfolk NAS, VA | |
| Altus AFB, OK | KC-135, C-17 | Hanscom AFB MA | |
| Lackland AFB, TX | C-5 | | |
| Davis-Monthan AFB, AZ | HH-60, A-10 | | |
| Randolph AFB, TX | | | |
| Sheppard AFB, TX | | | |
| Holloman AFB, NM | F-22 | | |
| | | NON-FOREIGN OVERSEAS | |
| | | AREA | |
| | | HICKAM AFB HI | |
| | | ELMENDORF AFB AK | F-22 |
| | | ANDERSON AFB GUAM | |

OFFICER POSITIONS

| <u>CIVILIAN POSITION TITLE</u> | <u>SERIES/GRADE</u> | <u>PREFERRED MILITARY AFSC</u> |
|----------------------------------------------------------------|----------------------|-----------------------------------|
| Airplane Pilot/Flight Instructor | GS-2181-9/11/12/13 | 11?? |
| Intelligence Officer | GG-0132-11/12 | 14N4/14N3 |
| Acft Electronic Warfare Officer | GS-2183-12 | 12?3 |
| AWACS Officer (ASO/WD/MCC/ECO) | GS -2101-11/12 | 13B?B |
| Aircraft Maintenance Officer | GS -1601-09/11/12 | 21A4/21A3/21M3/21M4/ 20C0 |
| Combat Operations Staff Officer | GS -0301-12/13 | 12B3Y/11F3Y |
| Executive Officer | GS -0301-09/11/12 | 33S3 |
| Financial Management Officer | GS -0501-09/11/12 | 65F? |
| General Engineer | GS -0801-11/12/13 | 32E4/32E3 |
| Helicopter Pilot/Flight Instructor | GS -2181-09/11/12/13 | 11H3/11S3/11H4 |
| Human Resources Officer (Military) | GS -0201-09/11/12 | 38F4/38F3 |
| Information Technology Specialist (Officer) (Non-Supv/Supv) | GS -2210-12/13 | 33S3/33S4 |
| Logistics Management Officer | GS -0346-09/11/12 | 21G3/21G4/21L3/21L4/ 21R3/21R4 |
| Operations Management Specialist | GS -0301-12 | 86M0 |
| Mgt Analyst (Process Manager) | GS -0343- | 86M0 |
| Medical Administrative Officer | GS -0301-11/12 | 41A4/41A3 |
| Mission Support Officer | GS -0301-12/13 | 30C0 |
| Navigator | GS -2183-12 | 12?4/12?3 46F3 |
| Program Analyst/Analysis Officer (Plans/Programs) | GS -0343-12 | R021L3 |
| Public Affairs Officer | GS -1035-09/11/12 | 35P? |

ENLISTED POSITIONS
ADMINISTRATIVE, CLERICAL, and TECHNICAL

| <u>CIVILIAN POSITION TITLE</u> | <u>SERIES/GRADE</u> | <u>PREFERRED MILITARY AFSC</u> |
|------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------|
| Affiliation Program Specialist | GS-2101-9 | 1A271/1A071 |
| #Administrative Support Assistant (Mgmt Asst, Office Services, Resource Mgmt Asst) | GS-303-4,5,6,7 | 3D051/3D071 |
| Aerial Gunner (Helicopter) | GS-2185-8/9 | 1A751 |
| Aerial Refueling Tech | GS-2185-10 | 1A051 |
| Aeromedical Evacuation Asst | GS-303-7 | X4N0?0 |
| Aeromedical Evacuation Spec | GS-301-09/11 | X4N0?1 |
| Airborne Communications Systems Tech | GS-2185-7/9 | 1A371 |
| Aircraft Loadmaster | GS-2185-8/9/10 | 1A251 |
| Airlift Control Element Technician | GS-301-9 | 1C7?1 |
| Command Post Technician | GS-303-7/8 | 1C3?1 |
| Command Post Specialist | GS-301-9/10 | 1C3?1 |
| Communications Information Systems Specialist | GS-301-9/11 | 3A000/3A091/3A071 |
| Computer Assistant | GS-335-7/9 | 3C071/3A071 |
| Financial Management Specialist | GS-501-7/9 | 6F090 |
| Flight Engineer (Fixed Wing) | GS-2185-9/10/11 | 1A151 |
| Flight Engineer (Rotary Wing) | GS-2185-9/10 | 1A151 |
| Flight Services Technician | GS-2185-7/8/9 | 1A6?1 |
| General Supply Specialist | GS-2001-9 | 2S000/2S090/2S071 |
| #Human Resource Assistant (Military) | GS-203-5/6/7 | 3S0?1 |
| Human Resource Specialist (Military) | GS-201-9/11 | 3S071/3S000/3S090 |
| Human Resource Specialist (PSM/Military) | GS-201-9 | V3S071 |
| Information Technology Specialist (Enlisted) | GS-2210-9/11 | 3C0?0/2E???/3C2?? |
| Intelligence Specialist | GG-132-7/9/11 | 1N0?? |
| Logistics Management Specialist | GS-346-9/11 | 2G0?1 |
| Management Assistant (Info Mgmt) | GS-344-7 | 3A071 |
| Management Analyst (Info Mgmt) | GS-343-9/11 | 3A0?1 |
| Management Assistant (Acft Maint Analysis) | GS-344-7 | 2R0?1 |
| Program Analyst (Acft Maint Analysis) | GS-343-9 | 2R0?1 |
| Management Assistant (Civil Engineering) | GS-344-7 | 3E000 |
| #Medical Administrative Assistant | GS-303-5/7 | 4A0X1 |
| Medical Administrative Specialist | GS-301-9/10 | 4A0X1 |
| #Operations Flight Clerk/Assistant | GS-303-5/7 | 1C0?2 |
| Operations Flight Specialist (Sq Aviation Resource Manager) | GS-301-9 | 1C0?2 |
| Production Control (Aircraft) | GS-1152-7/9 | 2R1?1/2A571/2A373J |
| Program Analyst (Civil Engineering) | GS-343-9/11 | 3E000/3E691 |
| Public Affairs Specialist | GS-1035-7/9 | 3N0?1 |
| Readiness/Emergency Management Program Assistant | GS-303-7 | 3E971 |
| Readiness/Emergency Management Program Specialist | GS-301-9 | 3E971 |
| Safety & Occupational Health Specialist | GS-018-7/9/11 | 1S071 |
| Services Technician | GS-303-7 | 3M0?1 |
| Services Specialist | GS-301-9 | 3M0?1 |
| Supply Technician | GS-2005-5/7 | 2S0?1 |
| Support Services Specialist/Supervisor | GS-342-9 | 3A091/3A000/3A071 |
| Telecommunications Specialist | GS-391-7/9 | 3C0??/3C1?1/2E1?3 2E1?0/2E1?1/2E271/ 2A4X2/3C271 |
| Training Specialist (Combat Arms) | GS-1712-7/9 | 3P071 |
| Training Specialist (BMTS) | GS-1712-7/9 | 8B000 |
| Training Technician (Admin and Management) | GS-1702-7/9 | 3S2?1 |
| Training Technician (Clerical and Admin Support) | GS-1702-5/7 | 3S2?1 |
| Transportation Specialist (Aerial Port) | GS-2101-9/10/11 | 2T271 |
| Transportation Specialist (Vehicle Management) | GS-2101-9 | 2T171 |
| Weapons Director [AWACS] [Enlisted] | GS-2101-11 | 1A4?1D |

WAGE GRADE POSITIONS

| <u>CIVILIAN POSITION TITLE</u> | <u>JOB ELEMENTS</u> | <u>SERIES/GRADE</u> | <u>PREFERRED MILITARY AFSC</u> |
|----------------------------------------|---------------------|---------------------|--------------------------------|
| (See QIS) | | | |
| Acft Electrical/Environmental Sys Mech | A,B,C,F,I,J,K | WG-2892-5/8/10 | 2A6?6 |
| Acft Engine/Propeller Mechanic | A,B,C,F,I,J,K | WG-8602-5/8/10 | 2A6?1A |
| Acft Machinist/Welder | A,B,C,F,K,L,M | WG-3414-5/8/10/11 | 2A7?1 |
| Acft Mechanic (Fixed Wing) | A,B,C,F,I,J,K | WG-8852-5/8/10/11 | 2A3??/2A5?? |
| Acft Mechanic (Helicopter) | A,B,C,F,I,J,K | WG-8852-8/10 | 2A5?2 |
| Acft Ordnance Systems Mech (Armament) | A,B,C,F,I,J,K | WG-6652-8/10/11 | 2W1?1 |
| Acft Ordnance Systems Mech (Egress) | A,B,C,F,I,J,K | WG-6652-8/10 | 2A6?3 |
| Acft Pneud Systems Mech (Fuels) | A,B,C,F,I,J,K | WG-8268-5/8/10 | 2A6?4 |
| Acft Pneud Systems Mech (Hydraulic) | A,B,C,F,I,J,K | WG-8268-5/8/10 | 2A6?5 |
| Acft Struct/Corrosion Control Mech | A,B,C,K,L,M | WG-3806-5/8/10 | 2A7?3 |

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|----------------------------------------------------------------------------|----------------------------|----------------------------|-----------------------------------------------------------|
| Acft Survival & Flight Equipment Rpr Electronic Integrated Systems Mech | A,E,F,G,K,M A,B,C,H,J,N | WG-4818-9 WG-2610-12/13 | 1P0?1 2A0?1/2A1??/2A3?? 2A3?2/2A4??/2A5?3/ 2A5?4 |
| Electronics Mechanic | A,B,C,D,H,I,J | WG-2604-5/8/11 | 2A0?1/2A1??/2A2?2 2E1??/2E2??/2E371/2 E1?? |
| Heavy Mobile Equipment Mechanic | A,B,C,F,I,J,K | WG-5803-8/10 | 2T351/2T370 |
| Maintenance Mechanic | A,B,C,F,I,K,M | WG-4749-10 | 3E0??/3E??1 |
| Materials Expediter | A,E,F,G,K,M | WG-6910-5/7 | 2S0?1 |
| Motor Vehicle Operator | A,C,K,U | WG-5703-5/8 | 2T1?1/2T2?1 |
| Nondestructive Tester | A,B,F,G,K,M | WG-3705-8/10/11 | 2A7?2 |
| Ordnance Equipment Mechanic | A,B,C,F,I,J,K | WG-6641-8/10 | 2W0?1 |
| Powered Support Systems Mechanic | A,B,C,F,J,K,M | WG-5378-5/8/10 | 2A6?2 |

NOTATION GUIDE

= These positions may require typing skill. Be sure to include typing speed (words per minute) in the appropriate block of your application.

* = These positions may or may not represent an opportunity for employment. Applications will not be evaluated until position descriptions/manpower authorizations are approved and a request for applications is received from the servicing Civilian Personnel Office (CPO).

** = Applications can be accepted for nationwide consideration; however, some positions are currently authorized at specific locations only. The locations listed represent the best opportunity for employment.

+ = Applications will be accepted from non-preference eligibles, but will not be considered if veteran preference candidates are available.

The Special Examining Unit does not maintain registers for all position titles/grade levels. However, vacancies occurring with a different position title or at a lower/higher grade level may be filled from appropriate existing registers. Due to daily changes, a list of specific vacancies is not maintained.

The complete Application Package must be submitted by 11:59 PM Eastern Standard Time (EST) on the closing date of each announcement. INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED AND WILL RECEIVE AN INELIGIBLE RATING. TO BE RECONSIDERED, YOU MUST SUBMIT A NEW APPLICATION PACKAGE.

No written tests are required. All ratings will be based upon evaluation of experience, education, and training as shown in your application and other required forms. **DO NOT ATTACH** the following documents: official position descriptions, performance evaluations, letters of recommendation, etc. These have no bearing whatsoever upon the evaluation process.