

**FEDERAL JOB INFORMATION
FOR
AIR RESERVE TECHNICIANS
2016**

1. ART positions are announced through the Special Examining Unit (SEU) on USAJOBS as “case exams” and “standing registers”. A case exam is a one-time announcement for a specific job at a specific location and is normally open for a 5 business day period. Open continuous announcements (Standing Registers) are the exception to case exams. They are established when there is a consistent need to maintain a pool of qualified applicants to fill possible various vacancies/locations. The SEU has annually and quarterly announced Standing Registers.

The annual Standing Register announcements will open 4 January 2016 – 3 January 2017. Applications for annual standing registers have a monthly cutoff. Applications received by the 25th of the month will be processed for Request for Personnel Action (RPAs) received the following month.

Current Standing Registers are listed below. Newly added Standing Registers are identified with an asterisk (*) below:

Defense Civilian Intelligence Personnel System (DCIPS)

- Intelligence Officer, GG-0132-12*

General Schedule

- Airplane Flight Instructor, GS-2181-13
- Airplane Pilot, GS-2181-09*, -11* and -12
- Command Post Specialist, GS-0301-09*
- Telecommunications Specialist, GS-0391-09*

Wage Grade

- Aircraft Electrician, WG-2892-10*
- Aircraft Mechanic (Fixed Wing), WG-8852-10
- Aircraft Pneudraulic Systems Mechanic (Fuels and Hydraulics), WG-8268-10*
- Aircraft Structure/Corrosion Control Mechanic (Sheet Metal), WG-3806-10*
- Aircraft Survival and Flight Equipment Repairer, WG-4818-09*
- Electronic Integrated Systems Mechanic, WG-2610-12
- Engine/Propeller Mechanic, WG-8602-10
- Ordnance Equipment Mechanic, WG-6641-10*
- Powered Support Systems Mechanic, WG-5378-10*

* - newly added Standing Registers

The SEU maintains 90-day (quarterly) registers that are normally advertised on USAJOBS for 5 business days at the beginning of each calendar quarter: **4 – 11 January 2016, 1 – 8 April 2016, 1 - 11 July 2016 and 3 -11 October 2016.** These quarterly registers are used to fill vacancies received during the applicable 90 day period.

Any applications received for the January announcements will be rated only for Request for Personnel Actions (RPAs) received during that applicable quarter. When the next quarterly announcements are advertised, the same rules will apply. Only applications received during the open announcement period will be rated for RPAs received for the applicable quarter. Applications will not roll over, meaning those who apply in January must re-apply when announced the next quarter. Once the announcement closes, no additional documentation will be accepted.

Current SEU quarterly (90-day) Standing Registers are listed below. Newly added quarterly Standing Registers are identified with an asterisk (*) below:

- Administrative Support Assistant (Office / Automation), GS-303-05/06/07
- Aircraft Maintenance Manager, GS-1601-12*
- Executive Officer, GS-0301-11 and -12*
- Human Resources Assistant, GS-0203-07
- Medical Administrative Assistant (Typing), GS-0303-07*
- Operations Flight Clerk (Typing), GS-0303-07*
- Training Technician (Clerical), GS-1702-07*
- Training Technician (Admin/Mgt), GS-1702-09*

* - Newly added quarterly Standing Registers

All other positions will be announced on a case-by-case basis as vacancies occur for a particular position, series, grade level and location. We encourage you to continue applying for available positions as vacancies occur. For additional information and a list of current open positions, view the ART program website at <http://www.afrc.af.mil/AboutUs/JobOpportunities.aspx> (Current Art Vacancies) or <http://www.usajobs.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 as long as they occupy ART positions.

3. **Applicants must be United States citizens and 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 3 of [*this information page*](#)) to be sure you submit the required information. If the resume submitted does not provide all the required information it will be rated ineligible.

5. **A SEPARATE RESUME MUST BE SUBMITTED FOR EACH ANNOUNCEMENT.** The information required 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/month for each work experience block 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). Resumes 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 (WG/WL/WS) 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 must 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, Application for 10-Point Veteran Preference, dated Oct 2013 – 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 document which must be submitted with the SF-15. The Employment Letter can be requested from the Veterans Administration thru eBenefits or 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.

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 497-0113.

7. Individuals on active duty may apply 120 days before separation date and should indicate in their application their military separation date. Individuals with more than 120 days before separation date **must** submit with their application a letter, signed by *their commanding officer, stating the individual will be released from active duty (Palace Chase) if they obtain an ART* position. 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 rank in the Best or Highly qualified categories to be considered well qualified for the position. 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 <https://www.opm.gov/policy-data-oversight/hiring-information/veterans-authorities/>. 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 accepts applications by email, regular mail, fax or in person.

12. **Vacancies will be listed on our webpage at <http://www.afrc.af.mil/AboutUs/JobOpportunities.aspx>, and on USAJOBS at <http://www.usajobs.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/AboutUs/JobOpportunities.aspx>.

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
- > Highest Federal civilian grade held (Also give job series and dates held)
- > Veterans preference
 - Claims for 5-Point Veterans' Preference. Submit official documentation such as (1) a DD-214, Certificate of Release or Discharge from Active Duty - Member 4 copy (2) Virtual MPF awards and decoration printout; or (3) Statement of Service Letter or other form of certification signed by a Military Personnelist or other authorizing official (Commander of your unit or higher headquarters) who certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is submitted. The certification should also include your rank, dates of active duty service, the type of Discharge and Character of Service (for members in a Reserve component, the letter must clearly identify 180 consecutive days of active duty, not for training).

If selected, you will be required to submit a copy of your DD 214 prior to entering on duty

- Claims for 10-Point Veterans' Preference. Submit the following documents (1) Standard Form 15, pages 1&2 (Revised 10/13 or later; previous editions are unusable) (2) a letter from the Veterans Administration, dated 1991 or later identifying percentage of disability. The Employment Letter 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; and (3) a DD-214 Member 4 copy. If sufficient information is not provided, tentative preference may be granted based on 5-Point Veterans' Preference criteria as stated above.

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

LOCATION	TYPE AIRCRAFT
Andersen AFB GUAM	
Altus AFB, OK	KC-135, C-17
JB Andrews MD	KC-135
Barksdale AFB LA	B-52
Beale AFB CA	Global Hawk, C-130, KC-135, RQ-4
Brooks AFB TX	
Buckley AFB CO	C-5
JB Charleston SC	C-17
Columbus AFB MS	T-1, T-6, T-38C
Creech AFB NV	MQ-1, MQ-9
Davis-Monthan AFB AZ	A-10, HH-60
Dobbins ARB GA	C-130
Dover AFB DE	C-5, C-17
Dyess AFB TX	
Eglin AFB/Duke Field/Hurlburt Field FL	U-28, C-145
JB Elmendorf-Richardson AK	F-22
Fort Worth NAS JRB TX	F-16
Grissom ARB IN	KC-135
Hanscom AFB MA	
JB Pearl Harbor-Hickam HI	HC-130, HH-60, RQ-4B
Hill AFB UT	F-16, F-35
Holloman AFB NM	F-22, MQ-1/9
Homestead ARB FL	F-16
Keesler AFB MS	C-130J, WC-130H/J
JBSA Lackland TX	C-5
JB Langley-Eustis VA	
Laughlin AFB TX	T-1, T-6, T-38C
Little Rock AFB AR	C-130
Luke AFB AZ	F-16, F-35
MacDill AFB FL	KC-135
March ARB CA	C-17, KC-135
Maxwell AFB AL	C-130
Moody AFB GA	A-10
JB Lewis-McChord WA	C-17
McConnell AFB KS	KC-135
JB McGuire-Dix Lakehurst NJ	C-17, KC-10
Minn-St Paul IAP ARS MN	C-130
Nellis AFB NV	F-16
Niagara Falls IAP ARS NU	C-130
Offutt AFB NE	RC-135
Patrick AFB FL	HH-60, HC-130
Peterson/Schriever AFB CO	C-130
Pittsburgh IAP ARS PA	C-130
Pope AAF NC	C-130
Portland IAP OR	
JBSA Randolph TX	T-1, T-6, T-38
Robins AFB GA	
Scott AFB IL	C-40
Seymour-Johnson AFB NC	KC-135, F-15
Shaw AFB SC	F-16
Sheppard AFB TX	AT-38, T-38, C,T-6
Tinker AFB OK	KC-135, E-3
Travis AFB CA	C-5, KC-10, C-17
Tyndall AFB FL	F-22
USAF Academy CO	DA-20
Vance AFB OK	T-1, T-6, T-38C
Westover ARB MA	C-5
Whiteman AFB MO	A-10
Wright-Patterson AFB OH	C-17
Youngstown-Warren ARS OH	C-130

OFFICER POSITIONS

CIVILIAN POSITION TITLE	SERIES/GRADE	PREFERRED MILITARY AFSC
Airplane Pilot/Flight Instructor	GS-2181-9/11/12/13	11XX
Intelligence Officer	GG-0132-11/12	14N4/14N3
Aircraft Electronic Warfare Officer	GS-2183-12	12X3
AWACS Officer (ASO/WD/MCC/ECO)	GS-2101-11/12	13BXB
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	65FX
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
Management Analyst (Process Manager)	GS-0343-11/12	86M0
Medical Administrative Officer	GS-0301-12/13	41A4/41A3
Mission Support Officer	GS-0301-12/13	30C0
Navigator	GS-2183-12	12X4/12X3/46F3
Program Analyst/Analysis Officer (Plans/Programs)	GS -0343-12	R021L3
Public Affairs Officer	GS-1035-09/11/12	35PX

**ENLISTED POSITIONS
ADMINISTRATIVE, CLERICAL, and TECHNICAL**

CIVILIAN POSITION TITLE	SERIES/GRADE	PREFERRED MILITARY AFSC
Affiliation Program Specialist	GS-2101-09	1A271/1A071
#Administrative Support Assistant (Mgmt Asst, Office Services, Resource Mgmt Asst)	GS-0303-04/05/06/07	3D051/3D071
Aerial Gunner (Helicopter)	GS-2185-08/09	1A751
Aerial Refueling Tech	GS-2185-10	1A051
Aeromedical Evacuation Asst	GS-303-7	X4N0X0
Aeromedical Evacuation Spec	GS-301-09/11	X4N0X1
Airborne Communications Systems Tech	GS-2185-7/9	1A371
Aircraft Loadmaster	GS-2185-8/9/10	1A251
Airlift Control Element Technician	GS-301-9	1C7X1
Command Post Technician	GS-303-7/8	1C3X1
Command Post Specialist	GS-301-9/10	1C3X1
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	1A6X1
General Supply Specialist	GS-2001-9	2S000/2S090/2S071
#Human Resource Assistant (Military)	GS-203-5/6/7	3S0X1
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	3C0X0/2EXXX/3C2XX
Intelligence Specialist	GG-132-7/9/11	1N07X
Logistics Management Specialist	GS-346-9/11	2G0X1
Management Assistant (Info Mgmt)	GS-344-7	3A071
Management Analyst (Info Mgmt)	GS-343-9/11	3A0X1
Management Assistant (Acft Maint Analysis)	GS-344-7	2R0X1
Program Analyst (Acft Maint Analysis)	GS-343-9	2R0X1
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	1C0X2
Operations Flight Specialist (Sq Aviation Resource Manager)	GS-301-9	1C0X2
Production Control (Aircraft)	GS-1152-7/9	2R1X1/2A571/2A373J

Program Analyst (Civil Engineering)	GS-343-9/11	3E000/3E691
Public Affairs Specialist	GS-1035-7/9	3N0X1
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	1SO71
Services Technician	GS-303-7	3M0X1
Services Specialist	GS-301-9	3M0X1
Supply Technician	GS-2005-5/7	2S0X1
Support Services Specialist/Supervisor	GS-342-9	3A091/3A000/3A071
Telecommunications Specialist	GS-391-7/9	3C0XX/3C1X1/2E1X3 2E1X0/2E1X1/2E271/ 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	3S2X1
Training Technician (Clerical and Admin Support)	GS-1702-5/7	3S2X1
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	1A4X1D

WAGE GRADE POSITIONS

CIVILIAN POSITION TITLE	JOB ELEMENTS	SERIES/GRADE	PREFERRED MILITARY
			AFSC
Aircraft Electrician	A,B,C,F,I,J,K	WG-2892-5/8/10	2A6X6
Acft Engine/Propeller Mechanic	A,B,C,F,I,J,K	WG-8602-5/8/10	2A6X1A
Acft Machinist/Welder	A,B,C,F,K,L,M	WG-3414- 5/8/10/11	2A7X1
Acft Mechanic (Fixed Wing)	A,B,C,F,I,J,K	WG-8852- 5/8/10/11	2A3XX/2A5XX
Acft Mechanic (Helicopter)	A,B,C,F,I,J,K	WG-8852-8/10	2A5X2
Acft Ordnance Systems Mech (Armament)	A,B,C,F,I,J,K	WG-6652-8/10/11	2W1X1
Acft Ordnance Systems Mech (Egress)	A,B,C,F,I,J,K	WG-6652-8/10	2A6X3
Acft Pseud Systems Mech (Fuels)	A,B,C,F,I,J,K	WG-8268-5/8/10	2A6X4
Acft Pseud Systems Mech (Hydraulic)	A,B,C,F,I,J,K	WG-8268-5/8/10	2A6X5
Acft Struct/Corrosion Control Mech	A,B,C,K,L,M	WG-3806-5/8/10	2A7X3
Acft Survival & Flight Equipment Rpr	A,E,F,G,K,M	WG-4818-9	1P0X1
Electronic Integrated Systems Mech	A,B,C,H,J,N	WG-2610-12/13	2A0X1/2A1XX/2A3XX 2A3X2/2A4XX/2A5X3/ 2A5X4
Electronics Mechanic	A,B,C,D,H,I,J	WG-2604-5/8/11	2A0X1/2A1XX/2A2X2 2E1XX/2E2XX/2E371/2E1XX
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	3E0XX/3EXX1
Materials Expediter	A,E,F,G,K,M	WG-6910-5/7	2S0X1
Motor Vehicle Operator	A,C,K,U	WG-5703-5/8	2T1X1/2T2X1
Nondestructive Tester	A,B,F,G,K,M	WG-3705-8/10/11	2A7X2
Ordnance Equipment Mechanic	A,B,C,F,I,J,K	WG-6641-8/10	2W0X1
Powered Support Systems Mechanic	A,B,C,F,J,K,M	WG-5378-5/8/10	2A6X2

NOTATION GUIDE

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

Applications can be accepted for nationwide consideration; however, some positions are currently authorized at specific locations only.

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

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