

## Overview

<b>Job Title</b> FLIGHT SERVICES SPECIALIST	<b>Department</b> Department of the Air Force
<b>Agency</b> Air National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 08/06/2025 to 08/13/2025	<b>Application Count</b> N/A
<b>Salary</b> \$61,111.00 to \$79,443.00 Per Year	<b>Pay Scale &amp; Grade</b> GS-9
<b>Locations</b> Lincoln, Nebraska	<b>Remote Job</b> No
<b>Telework Eligible</b> Yes - as determined by the agency policy.	<b>Travel Required</b> Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b> No	<b>Appointment Type</b> Permanent
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 2101 - Transportation Specialist
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b> Suitability/Fitness	<b>Financial Disclosure</b> No
<b>Bargaining Unit Status</b> No	

## Summary

**Summary**  
This National Guard position is for a FLIGHT SERVICES SPECIALIST, Position Description Number D1458000and is part of 155 Operations Support Squadron, Nebraska Air National Guard.

## Learn More About This Agency

**Marketing Message**  
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!

**Marketing Link**  
<http://ne.ng.mil/Pages/Home.aspx>

## This Job Is Open To

**Hiring Paths**  
Internal to an agency - appears on USAJOBS, National Guard & Reserves

**Hiring Paths Clarification Text**  
Nebraska National Guard Area 1 applicants ONLY

## Videos

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

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# Duties

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## Duties

As a FLIGHT SERVICES SPECIALIST, GS-2101-9, duties include:

--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.

**--Performs other duties as assigned--**

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# Requirements

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## Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.  
Males born after 31 December 1959 must be registered for Selective Service.  
Obtain/maintain the level of security clearance/background check required.  
May be required to successfully complete a probationary period.  
Direct Deposit is mandatory.  
Individuals with military incentive bonuses may be subject to recoupment.

## Qualifications

**MILITARY REQUIREMENTS :**

**Compatible military grade and assignment required prior to the effective date of placement.** This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Air National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

**Military Grades: Maximum: E-7; Minimum: E-6 ;** Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

**Compatible Military Assignments:** 1C7X1; Applicants will review the qualifications for the AFSC in the Air Force Officer Classification Directory (AFOCD). Failure to review qualifications may result in the applicant not being eligible for the position

**GENERAL EXPERIENCE:** Experience, education or training involving judgment and/or analytical ability in the logistics fields. Experience using computers and automation systems. Skill in dealing with others in person-to-person work relationships. experience, education, or training in following directives and regulations. Experience interpreting and applying published directives or regulations. Experience communicating with others.

**SPECIALIZED EXPERIENCE:** Must possess at least 1-year specialized experience equivalent to at least the next lower grade. Experience, education, or training in mission planning for preflight, in-flight, ground or command and control (C2) duties according to specific transportation functions. Receives, interprets, extracts, and disseminates relevant data for mission planning or execution. Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems.

**Education**

**Education:**

There is no substitution of education for this position.

**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>).

**Benefits**

N/A

**Benefits Link**

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

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## How You Will Be Evaluated

**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. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Customer Service, Information Management, and Problem Solving

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12778845>

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## Required Documents

**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 (format should include Month and Year) of employment and duties performed.  
Use this link for [Resume Tips](#).
2. Transcripts are required if you are applying for a commissioning opportunity. See requirements listed in the **Education** section of the Job

Announcement.

### 3. Other supporting documents (optional)

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

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## How To Apply

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### How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) 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

### Questions About This job

Jon Sronce  
Phone: 402-309-8173  
Email: [jon.c.sronce.civ@army.mil](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE 155 OG  
2420 W Butler Ave  
Lincoln, NE 68524

### 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.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants

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## Release URL

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### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/842672000>