

25.

a. INTRODUCTION:

Position is located in Airfield Management/Flight Services Branch 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.

b. DUTIES AND RESPONSIBILITIES:

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

c. SUPERVISORY CONTROLS:

The supervisor provides general instructions concerning the broad objectives of the assignments, advise on any unusual conditions or anomalies and general administrative matters. Receives little direction from the immediate supervisor and uses initiative, judgement and knowledge of established guidelines to execute daily performance. Maintains currency on policies, new and/or revised regulation and procedures. Incumbent works in accordance with applicable directives issued by DOD, USAF, FAA, and ICAO. Work is reviewed for conformance with established policies and regulations and for compliance with instructions and local guidelines used to ensure safety and continuity of aircraft operations. Incumbent is required to perform duties without supervision due to shift work and other non-scheduled events. Functions as sole representative of flight services during other than scheduled flying hours when assigned to extended or shift work. Under these conditions, incumbent is vested with authority and responsibility to act independently in performance of both flight assistance and airfield management functions of the section. During non-duty hours, shift work, and/or absence of supervisory personnel, has full responsibility for the ANG Flight Services Section when assigned those responsibilities by the supervisor. Performs under a variety of situations involving routine, accelerated and emergency flying operations that requires making independent decisions in reacting to the situation at hand.

A Supervisor of Flying (SOF), though available in certain instances when the incumbent's supervisor is not on shift, is regularly unavailable for assistance due to other duty requirements (i.e., the SOF in fighter units either sits in the tower or in a runway supervisor unit (RSU). In airlift units the SOF may be required to perform drop zone officer duties. Even though the SOF may be on call, the dispatcher is required to make judgement calls before reaching the SOF for approval or advice and in most cases makes decisions without review or input from the SOF.

EVALUATION STATEMENT

A. Title, Series and Grade: Flight Services Specialist, GS-2101-09

B. References:

1. USOPM PCS for Air Traffic Control Series, GS-2152, dtd Jun 78.
2. USOPM Transportation Specialist Series definition, GS-2101, found in the Handbook of Occupational Groups & Series, dtd Jan 99.

C. Background: This description was prepared as part of an initiative from the OPR to standardize Air Operations support positions. It serves to provide a current, updated description of the functions of this flight services position.

D. Series, Title and Grade Determination:

1. Series: The purpose of this position is to provide assistance to pilots in the form of preflight briefings and assistance, in-flight advisory services, and a variety of other flight services support to include performance of duties related to the operation of National Guard owned and or operated airfield property/facilities. The work closely matches the "station" specialization of the GS-2152 series but cannot be placed in that series due to requirements of having FAA certification and meeting physical standards when entering on positions in that series. The GS-2101 Transportation Specialist Series is determined most appropriate for this position as it covers transportation work not specifically included in other series of the GS-2100 Transportation Group.
2. Title: The "01" designation allows for constructing a title descriptive of the work to be performed. In this case the title of Flight Services Specialist is most descriptive of the overall work of the position.
3. Grade: The grading criteria in Part I of the GS-2152 Air Traffic Control Series under the "station" specialization is used for evaluating the duties of this position. When that standard was published in June of 1978, there were numerous flight service stations throughout the country serving the commercial, government, and private aircraft needs. In recent years many of those stations have been eliminated and responsibilities regionalized. Those stations now serve the needs of only smaller, private aircraft. The commercial airports and the military now deal directly with the FAA rather than going through these "stations". Thus, the Flight Services personnel at ANG Flying Wings are now responsible for accomplishing duties heretofore the responsibility of those stations. This position is responsible for independent performance of flight service assignments at the Wing. This includes providing assistance to pilots by reviewing and correcting flight plans, providing information on changing weather conditions, recording flight plans in an

automated system and providing appropriate notifications to air traffic control facilities. It includes responsibility for maintaining flight data on aircraft departing and returning to the airfield and on planned arrivals. The incumbent provides updated weather reports and weather warnings to aircraft by radio. This specialist posts Notices to Airmen (NOTAMS) for pilot information and prepares local NOTAMS as needed, assists in aircraft emergencies, and maintains information, materials, and forms for use in flight planning. The position also includes airfield management responsibilities as they relate to ANG property. These services are provided on extended days (up to 16 hours and occasionally longer). They provide service to unit aircraft, other military aircraft, and other commercial/private aircraft utilizing aprons or runways belonging to the National Guard. These specialists operate with a great deal of independence with the supervisor providing only very general instructions. Little or no technical assistance is provided during the course of the assignment. Incumbents frequently operate free from technical supervision, making independent decisions as the senior or sole person in charge of flight services on a shift where there is no supervisor present. While serving in this capacity the incumbent is vested with the authority required to independently perform both flight assistance and airfield management duties as outlined in the position description. The incumbent performs the most difficult and demanding flight services tasks independently. These include maintaining communications with and providing assistance to en route aircraft; accepting and processing flight planning information and determining and insuring corrections required are made, passing on weather information and storm advisories, and developing and disseminating information related to significant aeronautical conditions within the local area. In carrying out the assignment, the incumbent makes contacts with those in the military and civilian aviation community. These contacts are critical in providing assistance, continuity of aircraft operations, airfield facilities, and flying safety. This is a complicated and technically demanding position that requires the application of seasoned judgement and practical skills of a relatively high order and considerable knowledge of work methods, techniques, procedures, and equipment. This full performance flight services position fully meets the criteria outlined at the GS-09 level in the GS-2152 standard described in the Station specialization.

E. Conclusion: Based on the above evaluation this position is classified as Flight Services Specialist, GS-2101-09.

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 30 Mar 00