

## Working at McConnell AFB

You're making a great choice when you choose a federal career at McConnell AFB. A career in the federal government offers quality of life, career growth opportunities, competitive compensation and benefits. With several different opportunities of employment, we're sure there's a place for you on our team.

## Find a Job That is Right for You

Visit <https://www.usajobs.gov> to find the job that is right for you. USAJOBS is the Federal Government's official employment site and serves as the central place to find opportunities in hundreds of federal agencies throughout the United States and in overseas locations.

## Work-Life Balance

As a McConnell AFB employee, you will quickly see how close-knit our community is. Most positions will experience predictable and flexible work schedules. A 40-hour workweek is the norm but, it doesn't always have to be 9 to 5.



By becoming a Federal Employee, you have the opportunity to work side-by-side with our active duty Airmen to defend and protect our nation.

McConnell AFB is located in Wichita, KS and is home to the 22d Air Refueling Wing with the 931st Air Refueling Wing and Kansas Air National Guard's 184th Wing as primary tenants. The base operates and maintains KC-135s and KC-46s supporting worldwide aerial refueling and airlift operations.

Listed below are some of the positions you can find at McConnell AFB:

- \* Engineer
- \* Police Officer
- \* Child Development Center (Program Assistant, Cook)
- \* Laborer
- \* Recreation Aid
- \* Custodial Worker
- \* Guest Services Representative
- \* Unit Program Coordinator
- \* Firefighter

Please visit [USAJOBS.gov](https://www.usajobs.gov) for a listing of all current job vacancies.



<https://www.refuelmcconnell.com>

## McCONNELL AIR FORCE BASE CIVILIAN PERSONNEL



Helping the right people find  
the right jobs.

## Military Spouse Noncompetitive Appointing Authority

If you're a military spouse, you may be eligible to apply for federal positions using a non-competitive process.

### Eligibility:

- \* A spouse of an active duty member of the armed forces.
- \* A spouse of a service member who is 100% disabled due to a service-connected injury.
- \* A spouse of a service member killed while on active duty.

Your eligibility does not entitle you to a job within the Federal Government. You must still apply and meet qualification standards.

### How do I know a job is open to military spouses?

In the job announcement, look for **This job is open to** section. When a job is open to **Military Spouses**, you'll see this icon: 

### Documents you may need:

- \* Documentation verifying marriage
- \* Copy of your spouse's active military orders

### Military Spouse Preference

You must meet the eligibility requirements and found **best qualified** to be referred as an MSP with preference.

MSP can only be used once per duty station move.

MSP will only be given consideration if the military spouse identifies on the MSP questionnaire their intent is to use their preference. A DD Form 3145-4, Military Spouse PPP Self-Certification Checklist must be included with your application.

### How do I apply?

You will need to create a USAJOBS profile to upload your resumes and documents, make your resume searchable, and apply for jobs in the Federal Government.

### Searching for jobs

Once you have created your USAJOBS profile, you can search for jobs. You can filter by location, salary, work schedule or agency to narrow your results.

### Job Announcement

Once you've found a job that you're interested in, you will need to ensure that you read the entire announcement to determine if you are eligible (read the 'Who may apply' section for eligibility details) and if you meet the job qualifications.

### Prepare your application

Read the 'How to Apply' section in the job announcement before starting your application. Click 'Apply' and you will be walked through a five-step process where you will attach your resume and any required documentation as required by the announcement.

### Your Resume

You can create a resume in two ways: build a resume in USAJOBS or upload a resume that you already have. When creating your resume, you will need to show how your experience meets the qualifications identified in the job announcement. You will also need to en-

sure that you include dates, hours worked per week, your level of experience and examples for each work experience. If you need assistance creating a resume, you can contact Airmen & Family Readiness Center at 316-759-6020

### Submitting your application

When your application is ready, you will be directed from USAJOBS to the hiring agency's system to submit your application. Before you submit, you may need to complete other agency-required steps such as completion of a questionnaire.

### Now what?

Once the announcement closes, your application will be reviewed to ensure you're eligible and meet the qualifications for the position. If you are found eligible and qualified, you will be referred to the selecting official. The selecting official will review the applicants and contact those who have been selected for interviews. Once interviews are complete and a selection is made, a tentative job offer will be made and the pre-employment process will begin. A firm job offer will be made once a background investigation and all pre-employment requirements are complete.

### Civilian Personnel

53147 Kansas Street, Bldg 732, Suite 120

McConnell AFB, KS 67221

APF: 316-759-4353

NAF: 316-759-1612

### Opening Hours

Mon-Fri.....0730-1630

Sat & Sun.....Closed

Holidays.....Closed